

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 33-360, VOLUME 2

11 SEPTEMBER 2003



**AIR FORCE SPACE COMMAND
Supplement 1**

1 JULY 2004

Communications and Information

**CONTENT MANAGEMENT
PROGRAM-INFORMATION MANAGEMENT
TOOL (CMP-IMT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>.

OPR: HQ USAF/ILCX (Ms. Bao-Anh Trinh)

Certified by: HQ USAF/ILCX
(Col Hollace D. Lyon)

Supersedes AFI 33-360, Volume 2,
27 June 2000.

Pages: 61
Distribution: F

This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It establishes the Air Force Content Management Program-Information Management Tool (CMP-IMT) in accordance with Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*; Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition; Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition; and Department of Defense Instruction (DoDI) 7750.7, *DoD Forms Management Program*, May 31, 1990; and explains its objectives and functions. It describes the types of information management tools (IMTs), their use, and the approval process, and covers the mandated procedures for preparing, reviewing, and approving IMTs. It applies to all Air Force personnel who develop IMTs to collect data. All organizations that prepare departmental, major command (MAJCOM), base, and wing IMTs must follow the requirements of this volume; other organizations use them as suggested guidance. Refer recommended changes and conflicts between this and other publications to Headquarters Air Force Communication Agency (HQ AFCA/ITXD), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222 on Air Force (AF) Form 847, **Recommendation for Change of Publication**. Send an information copy to Headquarters United States Air Force (HQ USAF/ILCX), 1030 Air Force, Pentagon, Washington DC 20330-1030. Any organization may supplement this volume. MAJCOMs, field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to HQ USAF/ILCX and HQ AFCA/ITXD; other organizations send one copy of each printed supplement to the next higher headquarters. Maintain and dispose of all records created as a result of the process described herein according to AFMAN 37-139, *Records Disposition Schedule*. Public Law 104-13, *Paperwork Reduction Act of 1995*, affect this publication. **NOTE:** Any reference to MAJCOMs and FOAs also includes DRUs. See **Attachment 1** for a glossary of references and supporting information.

(AFSPC) The OPR for this supplement is AFSPC CSS/SCTIF (Mr. Charles Whitson, Jr.). This supplement supersedes AFI33-360V2_AFSPCSUP1, 2 Jun 03. This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, 11 Sep 03. The AFI is published word-for-word without editorial review. This supplement describes AFSPC’s procedures for use in conjunction with the basic AFI. This supplement applies to Headquarters (HQ) AFSPC, its subordinate units, and to all organizations supported by the Command Forms Management Office, AFSPC CSS/SCTIF. This supplement does not apply to Air Force Reserve or Air National Guard units. Submit any recommended changes or additions to this supplement to AFSPC CSS/SCTIF, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4730. Upon receipt of this integrated supplement, discard the Air Force basic publication.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 ([Attachment 4](#)). It updates paragraph [1.1.](#), [Table 1.1.](#), and adds mandatory coordinating offices [Table 1.2.](#); updates paragraph [1.4.1.3.](#); updates paragraph [1.4.1.6.](#); updates paragraph [1.5.5.](#); updates paragraph [1.7.8.](#); deletes paragraph [1.7.10.](#); renames the Forms Management Program to Content Management Program-Information Management Tool (CMP-IMT); replaces the word “form” with “IMT” except for office forms, Non-AF forms (other service/agency, DD, SF, OF, etc.), and other forms not yet converted to IMTs; replaces AFCIC/ITSI with HQ USAF/ILCX; changes the name of “forms manager” to “IMT Manager”; replaces the “Air Force Form” to “departmental IMT”; deletes reference publications, “AFMAN 33-322, Volume 2”, “AFMAN 33-322, Volume 4”, and “AFI 33-361”; replaces “AFI 37-124” with “AFI 33-324”; updates paragraphs [2.3.1.](#), [2.3.2.](#), and [2.3.3.](#); updates paragraph [2.4.2.](#); adds policy guidance on IMT licensing (paragraph [2.6.](#), [2.7.](#)); updates paragraphs [3.1.1.5.](#), [3.2.](#), [3.3.](#), and [3.3.1.](#); adds completing a DD Form 67, Form Processing Action Request (paragraph [3.3.3.](#)), and sample of DD Form 67 ([Figure 3.1.](#)); changes title of paragraph [3.6.](#); updates paragraph [3.6.1.](#); updates paragraph [3.15.](#); adds IMT Version and Revision Control (paragraph [3.16.](#)); adds Complying with Section 508 of the Rehabilitation Act (paragraphs [3.17.1.](#)); and updates [Attachment 1](#).

(AFSPC) The basic publication has changed, however the only revisions required in this supplement were made in the date line, title line, OPR line, supersession line, certifying and approving authorities and administrative formatting changes.

Chapter 1—FORMS MANAGEMENT PROGRAM - RESPONSIBILITIES	6
1.1. General.	6
1.1. (AFSPC) General.	6
1.2. Directorate of Communications and Information (HQ USAF/SC).	6
1.3. Air Force Departmental Publishing Office (AFDPO).	7
1.4. MAJCOMs and FOAs (except Air National Guard).	7
1.4. (AFSPC) Majcom and FOAs (Except Air National Guard).	7
1.5. The Office of Primary Responsibility (OPR).	9
1.6. Functional Area Users.	11

1.6.	(AFSPC) Functional Area Users.	11
1.7.	Forms Managers.	11
1.7.	(AFSPC) Forms Managers.	11
Table 1.1.	Coordinating IMTs—Functional Rules.	14
Table 1.2.	Coordinating IMTs—Mandatory Rules.	15
1.8.	(Added-AFSPC) Base Forms Managers.	15
Chapter 2—	FORMS MANAGEMENT OVERVIEW	17
2.1.	Forms Types.	17
2.1.	(AFSPC) Forms Types.	17
2.2.	Items Not Managed as Forms.	17
2.3.	Creating and Accessing Forms.	17
2.4.	Systems Forms and Other Automation Efforts.	18
2.5.	Support of Morale, Welfare, Recreation, and Services (MWRS).	18
2.5.	(AFSPC) Support of Morale, Welfare, Recreation, and Services (MWRS).	18
2.6.	IMT Software Licenses.	18
2.7.	License IMTs.	19
Chapter 3—	MANAGING FORMS	20
3.1.	Prescribing a Form.	20
3.2.	Adopting an IMT.	20
3.3.	Requesting IMT Approval.	20
Figure 3.1.	Sample DD Form 67.	22
3.4.	Forms Subject to The Paperwork Reduction Act (44 United States Code (U.S.C.) 3501).	23
3.5.	Exceptions to Using Existing Forms	23
3.6.	Obsolete and Cancelled IMTs.	23
3.7.	Stocked and Issued (S&I) and Stocked and Used (S&U) Forms.	24
3.7.	(AFSPC) Stocked and Issued (S&I) and Stocked and Used (S&U) Forms.	24
3.8.	Guidelines for Classified, Accountable, Storage Safeguarded, and FOR OFFICIAL USE ONLY Forms.	24
3.9.	Other Forms.	25
3.10.	Forms Subject to the Privacy Act of 1974 (AFI 33-332).	26
3.10.	(AFSPC) Forms Subject to the Privacy Act of 1974 (AFI33-332).	26

3.11.	United States Postal Service (USPS) Requirements.	26
3.12.	Standard for Data Elements.	26
3.13.	Air Force Innovative Development Through Employee Awareness (IDEA) Program (AF Form 1000, IDEA Application).	26
3.14.	Reporting Design Deficiencies or Recommending Improvements on Existing Forms.	27
3.15.	Overprinting an IMT.	27
3.16.	IMT Version and Revision Control.	27
3.17.	Complying with Section 508 of the Rehabilitation Act.	27
Chapter 4—	THE FORMS MANAGEMENT OFFICE	29
4.1.	Organizing and Using Files.	29
4.1.	(AFSPC) Organizing and Using Files.	29
4.2.	Assigning Functional Codes.	29
4.3.	AF Form 1747, Forms Processing Data.	29
4.4.	Reviewing the Status of Forms.	29
4.4.	(AFSPC) Reviewing the Status of Forms.	29
4.5.	Master Catalog.	29
4.5.	(AFSPC) Master Catalog.	29
4.6.	(Added-AFSPC) Certifying Releasability of Forms.	29
Table 4.1.	(Added-AFSPC) Mandatory Coordination.	30
Chapter 5—	MANAGING SPECIALIZED FORMS	31
5.1.	Prescribing Air Force Technical Order (AFTO) and Air Force Communications Security (AFCOMSEC) Forms.	31
5.2.	AFDPO, AFMC, AIA, and Air Force Publishing Distribution Center (AFPDC) Responsibilities.	31
Chapter 6—	GENERAL PURPOSE FORMS	32
6.1.	Using General Purpose Forms.	32
6.2.	Restrictions on Using General Purpose Forms.	32
6.3.	Forms Prescribed.	32
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	34
Attachment 1—(AFSPC)	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	39

AFI33-360V2_AFSPCSUP1_I 1 JULY 2004	5
Attachment 2—FUNCTIONAL CODES AND RELATED PUBLICATIONS SERIES	40
Attachment 3—INTERIM CHANGE 2000-1 TO AIR FORCE INSTRUCTION 33-360, VOLUME 2	44
Attachment 4—IC 2003-1 TO AFI 33-360, VOLUME 2, FORMS MANAGEMENT PROGRAM	50

Chapter 1

FORMS MANAGEMENT PROGRAM - RESPONSIBILITIES

1.1. General. The Content Management Program-Information Management Tool (CMP-IMT) is a subset of the Air Force Content Management Program (CMP) and replaces commercial off-the-shelf (COTS) forms software with the Internet Commerce System™ (ICS). The CMP-IMT consists of three COTS products: the ICS Viewer, the ICS Designer, and the ICS Application Program Interface (API). The IMT reflects the expanded capability to manage the collection, storage, retrieval, and display of standardized data. MAJCOMs, FOAs, or DRUs may centralize or decentralize their local programs. If a MAJCOM, FOA, or DRU has a centralized content management program, it may use a single organizational designation for its field IMTs, instead of separate command, headquarters, joint use, or field activity forms. The IMT program objectives are:

1.1. (AFSPC) General. AFSPC operates under a “centralized” forms program. The Command Forms Management Office, AFSPC CSS/SCTIF, manages all AFSPC command-level, headquarters forms, and subordinate unit forms to include direct reporting units, numbered Air Forces, base, and wing forms, and manages other agency or organization forms as directed in an approved memorandum of agreement (MOA). The Command Forms Management Office will also manage group and squadron forms where the group or squadron has host base responsibilities or has geographically separated subordinate units. Office forms are not controlled by the AFSPC Command Forms Management Office. All requests for form development throughout the command and subordinate units are forwarded through the Base Forms Manager to AFSPC CSS/SCTIF for final approval, design and publishing.

- 1.1.1. Simplify and improve systems and procedures to enable Air Force personnel to carry out their daily operations as effectively and economically as possible.
- 1.1.2. Provide management with methods and data collection tools to capture information in the most timely, efficient, and accurate way possible.
- 1.1.3. Thoroughly analyze all proposed new or revised forms to ensure they provide maximum effectiveness to the management, administration, and operation of the mission.
- 1.1.4. Coordinate the efforts of the OPR, the technical skills of functional area specialist, and the forms managers.
- 1.1.5. Ensure only approved forms are used.
- 1.1.6. Prevent unnecessary creation and duplication of forms and information. Designate forms at the highest level.

1.2. Directorate of Communications and Information (HQ USAF/SC). The Director of Communications and Information establishes Air Force policies and procedures for the Forms Management Program within the United States Air Force and appoints an Air Force Forms Manager in HQ AFCIC/ITSI who:

- 1.2.1. Has staff responsibility for the Air Force-wide forms management program.
- 1.2.2. Serves as the Air Force contact with representatives of the Secretary of Defense, General Services Administration (GSA) or other government agencies on all matters relating to form management policies and procedures.

- 1.2.3. Establishes effective, current, and economical policies and procedures for forms managed by the Air Force Departmental Publishing Office (AFDPO), MAJCOMs, and FOAs.
- 1.2.4. Reviews the operation of the Air Force forms management program periodically, and assists the Department of Defense (DoD) and GSA in their reviews.
- 1.2.5. Evaluates projects that affect Air Force forms use. If appropriate, delegates these form projects to the AFDPO, MAJCOMs, or FOAs.
- 1.2.6. Determines the software used Air Force-wide in the forms management program.
- 1.2.7. Oversees standards and methods for analyzing, designing, producing, standardizing, and maintaining all forms initiated within the Air Force.

1.3. Air Force Departmental Publishing Office (AFDPO). Provides product development services in managing forms for the staff of the Office of the Secretary of the Air Force (SAF), Headquarters United States Air Force (HQ USAF), MAJCOMs, and FOAs who develop departmental publications and forms.

- 1.3.1. Establishes standards and methods for analyzing, categorizing, designing, controlling, producing, and maintaining all departmental forms initiated within the Air Force (see the Air Force web page: <http://afpubs.hq.af.mil>).
- 1.3.2. Provides headquarters staff direct support and administers to the SAF, HQ USAF, MAJCOMs, and FOAs for Air Force-wide departmental forms.
- 1.3.3. Evaluates the management of departmental forms within subordinate activities.
- 1.3.4. Monitors training and orientation in forms management analysis and design for HQ USAF.
- 1.3.5. Authorizes the purchase and implementation of form design tools as directed by the HQ AFCIC/ITSI forms manager.
- 1.3.6. Approves establishment of all departmental forms to support the using activities.
- 1.3.7. Recommends improvement in any phase of the Air Force forms management program to HQAFCIC/ITSI.

1.4. MAJCOMs and FOAs (except Air National Guard). The Director of Communications and Information (SC) in each MAJCOM and FOA, or the senior communications and information manager, appoints a forms manager to administer their forms management program and give support to headquarters staff and subordinate activities. Each SC sends the name, organization office symbol, and telephone number to the HQ AFCIC/ITSI forms manager.

1.4. (AFSPC) Majcom and FOAs (Except Air National Guard). The Command Forms Manager for AFSPC resides in AFSPC CSS/SCTIF. The AFSPC Command Forms Manager also executes the Forms Management program for other agencies or organizations as directed in an approved memorandum of agreement. In addition to the Command Forms Manager, AFSPC has a Command Forms Production Manager who is responsible for the development and complete lifecycle management of all forms as identified in **paragraph 1.1.**

- 1.4.1. The MAJCOM/FOA forms manager or staff:
 - 1.4.1.1. Determines form management below MAJCOM and FOA-level and evaluates forms management by subordinate activities.

1.4.1.1. (AFSPC) Each AFSPC installation will have a Base Forms Manager to administer the Forms Management program for the base. The communications squadron commander at each AFSPC installation appoints a Base Forms Manager; the communications squadron commander sends the name, grade, organization office symbol, telephone number, e-mail address, and mailing address of the appointed Base Forms Manager to the Command Forms Manager, AFSPC CSS/SCTIF. All other AFSPC subordinate unit commanders will appoint a Forms Manager to manage the forms program for their organization and will submit their name in writing to their Base Forms Manager.

1.4.1.2. Monitors training and orientation in forms management.

1.4.1.3. Establishes standards for reviewing, categorizing, managing, and controlling IMTs within the MAJCOM, FOA, or DRU level.

1.4.1.3. (AFSPC) Form designations will be consistent with the designation of the prescribing directive, i.e., 50SW Supplement and 50SW Form, Onizuka Instruction and Onizuka Form.

1.4.1.4. Authorizes the requisition and implementation of form design tools as directed by the HQ AFCIC/ITSI forms manager.

1.4.1.4. (AFSPC) The Command Forms Management Office, AFSPC CSS/SCTIF, is the only authorized agent to purchase and use the AF standard forms design software.

1.4.1.5. Coordinates with other MAJCOMs and FOAs on jointly used forms in conjunction with AFDPO/PPPF direction.

1.4.1.6. Validates new, revised, obsolete, or cancelled MAJCOM, FOA, DRU IMTs after the IMTs have been coordinated with all functional areas.

1.4.1.6. (AFSPC) The Command Forms Management Office approves establishment of all forms for AFSPC organizations as stated in **paragraph 1.1.** above and publishes numerical indexes every 6 months for all prescribed forms they manage. Base Forms Managers do not publish form indexes since their prescribed forms are listed in AFSPCIND9, *Numerical Index of AFSPC and Subordinate Unit Forms*. Office forms are not indexed.

1.4.1.7. Recommends improvement in any phase of the Air Force forms management program to HQ AFCIC/ITSI.

1.4.1.8. Sends AFDPO information for each MAJCOM and FOA form for placement in the Product Announcement and the Master Catalog.

1.4.1.8. (AFSPC) Since AFSPC has a centralized forms program, AFSPC CSS/SCTIF sends Air Force Departmental Publishing Office (AFDPO) information on all AFSPC and subordinate unit forms for placement in the AF Master Catalog and the AF Product Announcement.

1.4.1.9. Upon request, provides a copy of any new or revised MAJCOM or FOA form to AFDPO/PPPF for project studies.

1.4.1.10. The forms manager at Air National Guard level acts as a liaison to provide an interface between MAJCOMs, the Air Force, and the ANG field units and performs some, but not all of the duties listed in paragraph **1.4.1.**

1.5. The Office of Primary Responsibility (OPR). The OPR establishes a form when a requirement exists to gather information on a repetitive basis, except as covered in paragraph 2.2. The OPR contacts the appropriate forms manager for guidance when developing a form; consults with, and requests the forms manager to attend planning sessions for new programs or systems that involve forms. The OPR is responsible for the form until it becomes obsolete or transfers ownership to another activity.

1.5.1. Initiates form request on DD Form 67, **Form Processing Action Request**, by submitting to appropriate forms manager or product development office.

1.5.1. (AFSPC) All AFSPC OPRs must conduct a releasability certification for each form they want disseminated through an official publishing dissemination medium; see paragraph 4.6. (Added) for further guidance. OPRs will use the AFSPC overprint of the DD Form 67, **Form Processing Action Request**, which contains required coordination and approval documentation for certifying a form's releasability. Use the AFSPC overprint until such time that the DD Form 67 is revised by Department of Defense or Air Force. The DD Form 67_AFSPC Overprint is available on the AFSPC Forms Library website. OPRs submit completed DD Form 67_AFSPC overprint to the local Base Forms Manager who will review the request for completeness and will forward the DD Form 67 package to AFSPC CSS/SCTIF, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4730 for final approval, development, and publishing. Requirements for the DD Form 67 package are:

1.5.1.1. (Added-AFSPC) Ensure a legible draft of the proposed form is attached.

1.5.1.2. (Added-AFSPC) Ensure Block 13 has a complete purpose statement to justify form.

1.5.1.3. (Added-AFSPC) Ensure Block 14 has mandatory coordination as required in accordance with AFI 33-360 V2, [Table 1.1](#).

1.5.1.4. (Added-AFSPC) Use Block 15 for the Base Forms Manager's coordination and for other coordination that may be required.

1.5.1.5. (Added-AFSPC) Ensure Block 16 is complete and signed by the Project Officer.

1.5.1.6. (Added-AFSPC) Signature requirements for Block 17 are:

1.5.1.6.1. (Added-AFSPC) New Forms. Must be signed by the approving authority authorized to sign the AF Form 673, **Request to Issue Publication**, for the prescribing directive (Block 20 on the AF Form 673). Block 17a on the DD Form 67 must include the typed or printed duty title and organization of the approving official.

1.5.1.6.2. (Added-AFSPC) Revised Forms. May be signed one level below the approving authority for a new form as designated in [paragraph 1.5.1.6.1. \(Added\)](#) above.

1.5.1.6.3. (Added-AFSPC) Office Forms. Must be signed by the office chief.

1.5.1.7. (Added-AFSPC) Page 2, Section I, Block 2. Must indicate the types of using activities, e.g., all AFSPC subordinate units.

1.5.1.8. (Added-AFSPC) Page 2, Section II, Blocks 7 and 8. Annotate if form will be stocked and issued (S&I) or stocked and used (S&U) by the OPR and indicate the organization and office symbol responsible in Block 8. If the form is either S&I or S&U, then Block 9 does not have to be completed nor content approval authority signature obtained.

1.5.1.9. (Added-AFSPC) Page 2, Block 9. Annotate releasability level and obtain required coordination. After concurrence is obtained on releasability level, get content approval authority signature (must be O-5 or higher).

1.5.1.10. (Added-AFSPC) Page 2, Section III. Completed by the Forms Management Office.

1.5.2. Justifies to appropriate forms manager the use of forms in other than electronic media.

1.5.2. (AFSPC) Justification for other than electronic media will be in writing and submitted along with the DD Form 67 for inclusion in the form's official record set.

1.5.3. Prescribes forms in a directive publication. Updates the prescribing directive publication when revising or discontinuing prescribed forms.

1.5.4. Approves incorporation of their forms into systems that generate established forms (see paragraph 1.6.) and provides the forms manager with documentation for inclusion in the forms record set.

1.5.4. (AFSPC) Approval documentation is sent through the local Base Forms Manager to AFSPC CSS/SCTIF for inclusion in the form's official record set. The appropriate Forms Manager will forward a copy to the requestor.

1.5.5. Coordinates new, revised, obsolete, or cancelled IMTs with appropriate functional area officials as listed in [Table 1.1.](#) and or in [Table 1.2.](#) (see AFI 33-360, Volume 1, *Publications Management Program*, AFI 33-332, *Air Force Privacy Act Program*, and AFI 33-110, *Data Administration Program*).

1.5.6. Develops the Privacy Act Statement when a form collects Privacy Act information as defined in AFI 33-332.

1.5.7. Notifies appropriate forms manager or production development office when a form is obsolete.

1.5.7. (AFSPC) Notification must be in writing signed by the approval authority for the form. OPR may use a DD Form 67, AF Form 1382, **Request for Review of Publication and/or Form(s)**, memorandum, or the documentation used to rescind the prescribing directive.

1.5.8. Notifies appropriate forms manager or product development office if a new OPR takes responsibility for an existing form. Sends the name, organization office symbol, and telephone number of the new OPR in a timely manner.

1.5.9. With the assistance of the forms management office, evaluates Innovative Development through Employee Awareness (IDEA) submissions pertaining to forms (see paragraph 3.13. and AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*).

1.5.10. Reviews and approves final form design, prior to issuance. Ensures logical fill and accuracy of data base elements on all electronic form designs prior to issuance.

1.5.11. Conducts a forms review every two years based on the date of creation, revision of the form, or revision of the prescribing directive.

1.5.12. Ensures record disposition instructions (AFMAN 37-139 [will convert to AFMAN 33-322, Vol. 4]) for the information collected using the forms are current. Contact the servicing records management office for assistance.

1.5.12.1. If none exist, submit an AF Form 525, **Records Disposition Recommendation**, and a copy of the DD Form 67 package, through the records management office to HQ AFCIC/ITC (AFMAN 37-123, *Management of Records* [will convert to AFMAN 33-322, Vol. 2]).

1.5.12.2. This requirement must also be applied to forms developed as part of an information system that collects data using forms or that generates forms (AFMAN 37-123 [will convert to AFMAN 33-322, Vol. 2]).

1.5.12.3. Submit changes to the Records Disposition Schedule, as required.

1.6. Functional Area Users. Functional areas that implement systems that incorporate existing forms must obtain written approval from the OPR of each form and the OPR must identify the system in the prescribing directive.

1.6. (AFSPC) Functional Area Users. Submit written requests for approval to use an existing form in a system through the organization or Base Forms Manager to AFSPC CSS/SCTIF; AFSPC CSS/SCTIF will forward the request to the appropriate level OPR for approval. Include a copy of the system's version of the form and state the software it was developed in. Request may be routed through e-mail as long as supporting documentation is electronic. If approval is granted, the requesting office will maintain the written approval on file for the lifecycle of the system and identify the form on the system front-end or back-end template as: Form number, date, "Exception approved by (organization/office symbol), date of approval." If the request concerns a command or subordinate unit form, the appropriate Forms Manager will also maintain a copy of the approval in the numerical file for that form.

1.6.1. The system maintainer ensures the form images are replicas of the official form issued by the appropriate forms manager and revises the system form design properly and promptly when the official form is revised or reissued. If a system form design is different from the original form, the system maintainer requests a waiver from the OPR.

1.6.2. The system maintainer must comply with the record retention established for the information collected through use of the form or submit recommended records disposition request through their local base records manager (AFMAN 37-123 [will convert to AFMAN 33-322, Vol 2]).

1.6.3. (Added-AFSPC) When the official form is revised, the previous exception approval is obsolete. The system owner must promptly review the system data collection tool to align with the data fields of the new version of the form as appropriate. The system owner must then submit a new request for exception package through the Forms Manager to the OPR of the official form. Only the OPR of the official form who owns the process can ensure the system meets their new requirements; and only the OPR can grant approval or disapproval of the exception to the official form.

1.7. Forms Managers. Forms managers at all levels direct the forms management program to accomplish program objectives, to properly analyze and design forms, to reduce the cost of producing and using forms, and to increase efficiency of data collection. Serve as staff officers in all matters pertaining to forms management and may delegate the following responsibilities, as required. The forms manager:

1.7. (AFSPC) Forms Managers. AFSPC has a centralized forms management program with a Command Forms Manager and Forms Production Manager at the command level, a Base Forms Manager at all AFSPC installations, and a Forms Manager at each AFSPC subordinate unit. The AFSPC Command Forms Manager also executes the Forms Management program for other agencies or organizations as directed by an approved MOA. Under the centralized forms management program, AFSPC CSS/SCTIF will manage all prescribed forms for those organizations as stated in **paragraph 1.1.** of this supplement and is responsible for their complete lifecycle management. Since AFSPC CSS/SCTIF is the only office

authorized to have the AF standard forms designer software, ALL form design using the Air Force standard forms software is accomplished by AFSPC CSS/SCTIF.

1.7.1. Ensures coordination of each form that is subject to a Congressional act, or a management information requirement (*Paperwork Reduction Act, Privacy Act, etc.*) and ensures form approval by the proper authority ([Table 1.1.](#)).

1.7.2. Sends AFDPO information for each MAJCOM and FOA form for placement in the Product Announcement and the Master Catalog.

1.7.2. (AFSPC) Since AFSPC has a centralized forms program, AFSPC CSS/SCTIF will send AFDPO information for placement in the AF Master Catalog and AF Product Announcement on all forms they manage to include AFSPC command, subordinate unit and other agency forms. Base and subordinate unit Forms Managers may also announce their forms in a local publishing bulletin if desired.

1.7.3. Ensures a prescribing directive publication supports each form (except office forms, test forms, and one-time forms).

1.7.4. Analyzes all forms to detect procedural problems to include forms developed as part of an automated system.

1.7.5. Ensures the use of existing higher-level forms, when appropriate.

1.7.6. Designs and numbers forms according to standards established by AFDPO or appropriate MAJCOM or FOA. AFDPO and each MAJCOM and FOA may develop local design standards and place them on their web sites as appropriate.

1.7.6. (AFSPC) Accomplished by AFSPC CSS/SCTIF.

1.7.7. Reviews DD Form 67 for accuracy and completeness.

1.7.7. (AFSPC) Forms Managers provide guidance to the OPR on preparing DD Form 67. After reviewing the form for accuracy and completeness, Base Forms Manager will coordinate in Block 15 and forward the DD Form 67 package to AFSPC CSS/SCTIF for processing.

1.7.8. Validates new, revised, obsolete, or cancelled IMTs after the IMTs have been coordinated with appropriate functional area officials in [Table 1.1.](#) and or in [Table 1.2.](#)

1.7.8. (AFSPC) Final approval of new or revised forms rests with the Command Forms Management Office, AFSPC CSS/SCTIF. Base and Unit Forms Managers should review new or revised data collection tools to include those in information systems or placed on web pages to see if they need to come under Forms Management responsibility. Reference [paragraph 2.2.](#) for items not managed as forms.

1.7.9. Coordinates on the AF Form 673, **Request to Issue Publication**, for all publications to validate forms referenced or prescribed.

1.7.9. (AFSPC) Also, validate information systems that collect data or incorporate existing forms to ensure compliance with program requirements. Ensure proper approval has been obtained from the appropriate OPR of the incorporated form. Ensure the forms and system have been properly referenced in the publication, i.e., body of the publication, Forms Prescribed paragraph. The use of approved local systems that incorporate higher level forms should be directed in a local publication,

i.e., “Customers can use the XX system which incorporates AF Forms 1, 2, and 3; approval was granted by (approving office organizational symbol).”

1.7.10. DELETED

1.7.11. Requests the OPR review the form every two years from the date of the form or the last revision.

1.7.12. Informs the OPR of the impact the form has on the organization, and the lead-time required to get the form approved, designed, and into the system.

1.7.13. Grants waivers for exceptions in coordination with the OPR.

1.7.13. (AFSPC) Final approval rests with the Command Forms Management Office, AFSPC CSS/SCTIF, in coordination with the Base Forms Manager and the OPR.

1.7.14. Conducts surveys and evaluates the program to ensure that objectives are achieved. Initiates corrective actions, as necessary.

1.7.15. Assists the OPR in evaluating IDEA submissions concerning forms.

1.7.16. Trains forms management personnel (on-the-job, GSA training courses, or self-improvement). Trains users on software application use. Visits subordinate activities periodically to monitor forms operating methods and procedures.

1.7.17. Establishes and maintains a record set for each form.

1.7.17. (AFSPC) AFSPC CSS/SCTIF maintains the official records set for all forms they manage to include AFSPC command, subordinate unit and other agency prescribed forms. The Base Forms Manager maintains a copy of the official record set for each form they are responsible for. Unit Forms Managers below base level maintain an official record set for each of their unit forms.

1.7.18. Monitors the quality of products and determines when revision is necessary.

1.7.19. Develops, analyzes, evaluates, and advises on the effectiveness of workflow methods and procedures as they pertain to forms management. Supplies the expertise in the development of forms to support new and revised systems, policies, or reports.

1.7.20. (Added-AFSPC) Reviews Certificate of Networthiness and Certificate to Operate packages for compliance with public law and established policy on data collection in the Federal Government.

Table 1.1. Coordinating IMTs—Functional Rules.

R U L E	A	B	C
		then coordinate	
	If an IMT pertains to	MAJCOM, FOA, DRU IMTs with	Departmental IMTs with
1	expenditure of printing funds	Printing Control or Budget Officer.	AFDPO/PPL, 3 Brookley Avenue, Box 94, Bolling AFB DC 20332-5000.
2	soliciting information from the public	MAJCOM, FOA, and DRU Information Collections Requirement (ICR) Manager to the Air Force Information Management Control Officer.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.
3	soliciting information from other Federal agencies	MAJCOM, FOA, and DRU ICR Manager to the Air Force IMCO.	
4	internal Air Force reporting requirements “Report Control Symbol (RCS)”	ICR Manager.	
5	accounting IMTs	Comptroller.	DFAS-DE/PMLP, Denver CO 80279-5000.
6	mail management	Communications and Information.	HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030
7	military personnel records	Military Personnel Records Office.	HQ AFPC/DPMDQP, 550 C Street West, Suite 16, Randolph AFB TX 78150-4718.
8	soliciting/verifying the SSN or other personal information from the record subject	Privacy Act Officer.	AF-CIO/P, 1155 Air Force Pentagon, Washington DC 20330-1155.
9	copyright material	Staff Judge Advocate.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
10	the use of seals or emblems	Personnel Office.	HQ AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

NOTE: This table can be used for internal or functional IMT coordination (block 15 on DD Form 67, **Form Processing Action Request**).

Table 1.2. Coordinating IMTs— Mandatory Rules.

R U L E	A	B
		then coordinate
	Mandatory approvals are	Departmental IMTs with
1	Privacy Act.	AF-CIO/P, 1155 Air Force Pentagon, Washington DC 20330-1155.
2	Postal.	HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030
3	Data Element.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.
4	Reports.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.

NOTE: This table identifies four mandatory coordinating offices for any new, revised, obsolete, or cancelled departmental IMTs. On DD Form 67, block 14, mandatory approvals are in rows 1-4.

1.8. (Added-AFSPC) Base Forms Managers. The Base Forms Manager provides forms management support to all AFSPC organizations attached to their base in accordance with existing memorandums of agreement. The Base Forms Manager is the liaison between local OPRs and AFSPC CSS/SCTIF. The Base Forms Manager:

1.8.1. (Added-AFSPC) Executes the forms management program objectives as stated in **paragraph 1.1.** and is responsible for the duties listed in **paragraph 1.7.** except as indicated in this supplement.

1.8.2. (Added-AFSPC) Sends completed DD Form 67 package for new or revised forms to AFSPC CSS/SCTIF, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4730, for approval and development or disapproval.

1.8.3. (Added-AFSPC) Approves or disapproves all print requests regarding forms to include printing overprints onto existing physical forms and reprinting of a physical form with special print specifications on an emergency basis. All printing costs associated with reproducing forms or overprints are the responsibility of the requester.

1.8.4. (Added-AFSPC) Acts as the AF standard forms software point of contact for the base. Ensures customer requirements for the AF standard forms software are met. Notifies the base communications squadron or Command Forms Manager of problem areas.

1.8.5. (Added-AFSPC) Establishes and maintains a base forms web page. Ensures base electronic forms are not placed directly on the base forms page, instead, link all forms referenced on the page to the appropriate official forms repository. Develops a contingency plan for customers to access forms in the event of web or network failure.

1.8.6. (Added-AFSPC) Ensures each new or revised form has been reviewed, coordinated and certified for web releasability by the OPR. **See paragraph 4.6. (Added)** of this supplement. Forms will not be published if web releasability has not been certified and properly coordinated on the DD Form 67.

Chapter 2

FORMS MANAGEMENT OVERVIEW

2.1. Forms Types. The Air Force uses a variety of forms (see [Attachment 1](#) for definitions).

2.1. (AFSPC) Forms Types. A form is a data collection tool no matter what the medium. It can be a paper or physical product, digitized in either the AF standard forms software or another software, a web-based format, spreadsheets, or input or output screens used as the front end or back end to databases or information systems. All recurring requirements for data collection using a data collection tool must comply with regulatory and higher headquarters policy on data collection in the Federal Government. Data collection requirements directed for use in more than one office will be managed, prescribed and numbered as forms unless they meet one of the criteria in **paragraph 2.2.**, Items Not Managed as Forms. However, any form collecting Privacy Act information must be managed as a form and prescribed in a directive publication. Each form or data collection tool must be prescribed in a directive publication to properly direct the applicable audience of the requirement to use the form. All forms must be numbered and dated.

2.2. Items Not Managed as Forms.

2.2.1. Forms used exclusively for cryptological activities.

2.2.2. Forms with use of fewer than 100 per year.

2.2.3. Forms used only once as part of a survey.

2.2.4. Printed products without spaces for entering information. They may; however, be assigned form numbers and controlled through the forms management program for referencing, stocking, and distributing, or to maintain the inventory. Some non-form items may be entered into the forms programs so they can be controlled Government-wide.

2.2.5. Formats that give a recommended logical sequence for collecting and recording information, but where space required for entries cannot be predetermined and information requirements cannot be standardized. Formats are exempt unless they solicit information covered by the Privacy Act of 1974, collect information from the public, or require OMB approval.

2.2.6. Certain printed items with limited blank space for insertion of specified data (e.g., tags, surveys, questionnaires, certificates, diplomas, cover sheets, etc.), unless it is advantageous to number them for control, referencing, printing, stocking, and requisitioning.

2.2.7. (Added-AFSPC) Items of training literature identified as worksheets, handouts, numbered pages of study guides, workbooks, etc., used for student responses to assignments. Instead, this material should be identified by a course number assigned by the originator.

2.2.8. (Added-AFSPC) Surveys, critiques, or questionnaires, relating to “how am I doing” or “customer satisfaction” are exempt from forms management control.

2.2.9. (Added-AFSPC) Form memorandums used to disseminate information rather than to collect or record it. Guidelines for preparing form memorandums are in AFMAN 33-326, *Preparing Official Communications*.

2.3. Creating and Accessing Forms.

2.3.1. Create all departmental, MAJCOM, FOA, DRU, Wing IMTs in electronic format using the Air Force-directed IMT Designer software. Below wing level may use any desktop software, such as Microsoft Office Suite Applications, etc., to create office forms.

2.3.2. AFDPO will only authorize IMT Designer to designated IMT design functions at Air Force and field units.

2.3.2. (AFSPC) AFSPC operates under a “centralized” forms management program; therefore, purchase of the AF standard forms design software is limited to the Command Forms Management Office, AFSPC CSS/SCTIF.

2.3.3. Obtain electronic IMTs or order physical media IMTs at the official Air Force Publishing web site (<http://www.e-publishing.af.mil/>).

2.3.3. (AFSPC) Every AFSPC Base Forms Manager will have a contingency plan established for accessing forms when the official Air Force web site is down. Customers should contact their Base Forms Manager for local procedures.

2.4. Systems Forms and Other Automation Efforts.

2.4.1. Functional areas implementing information systems that incorporate existing forms must obtain approval of the OPR. You must identify the systems in the forms’ prescribing directive. The system maintainer ensures the accuracy of systems forms, revising them properly and promptly according to OPR directions (see paragraph 1.6.).

2.4.2. Personnel establishing new IMTs by automated processes (complex IMT or system development) will submit IMTs to their appropriate IMT Managers for validation and proper control before forwarding to AFDPO for designing and development. Make sure to create all IMTs using the IMT Designer software. This allows for ease of update when the OPR makes revisions to the IMT.

2.5. Support of Morale, Welfare, Recreation, and Services (MWRS). Give forms management support to MWRS activities on a case-by-case basis. The MWRS activity pays the printing costs of forms used in the operation of the MWRS (internally imposed requirements).

2.5. (AFSPC) Support of Morale, Welfare, Recreation, and Services (MWRS). AFSPC CSS/SCTIF will design and control forms supporting appropriated fund activities. The development and printing of forms supporting non-appropriated fund activities and any associated costs are the responsibility of the appropriate Services activity; they may use any commercial resource available to them. The base Services Officer makes final determination as to whether the form is in support of appropriated fund or non-appropriated fund activities.

2.6. IMT Software Licenses. All IMT software licenses are issued by AFDPO. The AFDPO CMP License Tracking System tracks the allocation, issuance, and maintenance of product licenses for the CMP. Licenses are provided and tracked for IMT Viewer, Designer, and API software. The IMT Viewer is openly available to any party with a valid requirement to access Air Force IMTs. It is available for download directly from the Air Force Publishing web site (<http://www.e-publishing.af.mil/>). IMT Designers will require a licensed version of the viewer. The API licensing will be issued on a case-by-case basis. **NOTE:** IMT licenses will not be issued for developing office forms or physical forms below the wing level.

2.7. License IMTs. AFDPO will convert all existing departmental, MAJCOM, FOA, DRU, Wing forms to IMT and license the new IMTs. The MAJCOM, FOA, DRU IMT Managers can submit a new or revised IMT to AFDPO to obtain a license and or to request an IMT be posted to the official Air Force Publishing web site. **NOTE:** All IMTs must be licensed before being placed on the official Air Force Publishing web site. The license number is unique to the IMT and must not be reassigned without authorization from AFDPO.

Chapter 3

MANAGING FORMS

3.1. Prescribing a Form.

3.1.1. When a requirement exists for a form, the originating OPR prescribes it in a standard or specialized directive publication. The prescribing publication:

3.1.1. (AFSPC) The prescribing directive of a form and the form must be published and distributed simultaneously (new form only). A revised prescribed form may be issued at any time without making changes to the prescribing directive. Office forms do not have to be prescribed or indexed and are stocked and issued by the OPR.

3.1.1.1. Directs organizations and individuals to use the form unless instructions specify otherwise.

3.1.1.2. Cites the form designator, number, and long title, (e.g., AF Form 673, **Request to Issue Publication**) the first time the form is mentioned. Thereafter, only the designation and number is cited (e.g., AF Form 673), unless the title would clarify the text.

3.1.1.3. States the purpose of the form, and if necessary how to complete it, the number of copies, and when and where to submit the copies.

3.1.1.4. Explains where to submit requisitions for a supply of forms if the source of supply is other than the standard distribution system.

3.1.1.5. List “IMT Prescribed” and “IMT Adopted” in the last paragraph of the publication, just before **Attachment 1**, on the Air Force IMT 673 (Section III), and in the table of contents.

3.1.1.6. (Added-AFSPC) Identifies approved systems that incorporate the forms prescribed by that publication. This includes new forms or data collection tools that the system generates. The system should be stated in the body of the directive where the form is originally mentioned and also in the Forms Prescribed paragraph after the appropriate form number and designation. For example: “AFSPC Form 33, Title XXX. Form is also incorporated in system 3030303, Title.”

3.1.2. (Added-AFSPC) Owners of approved systems that incorporate higher level forms for use by a subordinate organization only should also direct its use in an appropriate supplement to the respective higher level directive.

3.2. Adopting an IMT. You may adopt an existing IMT prescribed in one publication for use in another publication. Adopted IMTs already exist and are available through the Air Force Publishing web site or Air Force Publishing Distribution Center (AFPDC). List adopted IMTs in the “IMTs Adopted” paragraph of a publication, on the AF IMT 673 (Section III), and in the table of contents. Cite the IMT designator, number, and long title, (for example, AF IMT 673, **Request to Issue Publication**).

3.3. Requesting IMT Approval.

3.3.1. Departmental, MAJCOM, FOA, DRU IMTs. After coordinating the new, revised, obsolete, or cancelled IMT with all functional area officials and/or mandatory coordinating offices, the OPR sends one copy of a completed DD Form 67 to the appropriate IMT Manager (e.g., Departmental IMTs are sent to AFDPO/PPP). Include a draft of the IMT, a filled-in sample copy of the IMT, and a copy of the

paragraph from the publication that prescribes the IMT. Submit AF Form 525 **Records Disposition Recommendation** (<http://www.e-publishing.af.mil/>), to the appropriate level records manager to update the Records Disposition Schedule.

3.3.1. (AFSPC) All DD Forms 67 for AFSPC command, headquarters and other agency prescribed forms are submitted to AFSPC CSS/SCTIF. All AFSPC subordinate unit forms as defined in **paragraph 1.1.** are sent through the local Base Forms Management office for forwarding to AFSPC CSS/SCTIF.

3.3.2. Standard Forms (SF), Optional Forms (OF) and other Agency Forms. To request approval for new and revised DD, SF and OF forms or other government agency forms see DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, January 1997.

3.3.3. Completing the DD Form 67. Complete the DD Form 67 in its entirety, including the prescribing directive (block 9), the OPR's and/or action officer's signature (block 16), and the approving official's signature (block 17). Conspicuously mark and/or highlight any special IMT information on the DD Form 67, block 13. Show all coordination on the form (block 14). If using other means to obtain coordination, type in the required information on the master DD Form 67, and keep the individually signed DD Form 67 for your record set. **NOTE:** For departmental IMTs, AFDPO only requires a master DD Form 67 and not individually signed DD Form 67. See a sample DD Form 67 at **Figure 3.1.**

Figure 3.1. Sample DD Form 67.

FORM PROCESSING ACTION REQUEST <i>(Read Instructions in DoD 7750.7-M before completing this form)</i>		1. TYPE SUBMISSION <i>(X one)</i>		2. FORM DESIGNATION AND NUMBER <i>(Leave blank if a new form)</i>		3. DATE OF FORM <i>(Complete only when cancelling a form)</i>	
		<input checked="" type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> CANCELLATION		OTHER <i>(Specify)</i>		AF Form 3826	
4. FROM <i>(DoD Component OPR Organization and complete mailing address)</i> AF/ILEH 1260 Air Force Pentagon Washington, DC 20330-1260		5. THRU <i>(DoD Component FMO Organization and complete mailing address)</i> HQ USAF/ILCXE 1030 Air Force Pentagon Washington DC 20330-1030		6. TO <i>(Organization and complete mailing address)</i> AFDPO/PPP 200 McChord St. Box 94 Bolling AFB, DC 20332-1111			
7. FORM TITLE Quarterly Cost Report For General Officer Quarters				8. SUPERSEDED FORMS <i>(If applicable)</i>			
				a. FORM NUMBER		b. EDITION DATE	
				AF Form 3286		Apr 94	
9. PRESCRIBING DOCUMENT NUMBER <i>(Attach copy)</i> AFI 32-6003		10. FUNCTIONAL CODE <i>(Leave blank if a new form)</i> 32		11. TYPE OF FORM <i>(X one)</i> <input checked="" type="checkbox"/> PRESCRIBED <input type="checkbox"/> ADOPTED		c. DISPOSITION <i>(X one)</i> (1) USE (2) DO NOT USE <input type="checkbox"/> <input checked="" type="checkbox"/>	
12. DESIGN CONSIDERATIONS							
a. SUGGESTED SIZE <i>(Width) (Length)</i> 8.5" 11"		b. SPECIAL CONSTRUCTION REQUIRED <i>(X one)</i> YES <i>(If Yes, attach printing specifications)</i> <input checked="" type="checkbox"/> NO <input type="checkbox"/>		c. IS FORM CLASSIFIED? <i>(X as applicable)</i> WHEN BLANK? <input checked="" type="checkbox"/> NO <input type="checkbox"/> WHEN FILLED IN? <input type="checkbox"/>		d. IS FORM CONTROLLED? <i>(X as applicable)</i> SAFEGUARD <input checked="" type="checkbox"/> NO <input type="checkbox"/> SERIALLY NUMBERED <input type="checkbox"/>	
e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? <i>(X one)</i> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> WITH STIPULATIONS <input type="checkbox"/>							
13. PURPOSE AND DESCRIPTION OF USE <i>(Attach additional sheet, if necessary)</i> Provides a record of costs associated with the operations, maintenance and repair (M&R) and improvement of a General Officer Quarters unit and its associated real property.							
14. INTERNAL COORDINATION AND CONCURRENCE							
(1) COORDINATOR						(2) APPLICABLE <i>(Yes or No)</i>	
NAME INITIALS OFFICE SYMBOL TELEPHONE NUMBER <i>(Include DSN/Area Code)</i>						(3) REMARKS <i>(Enter Reports Control Number(s) and expiration date(s), if applicable)</i>	
a. PRIVACY ACT John K. Smith 4/20/03 AF-CIO/P 101-111-1111/222 NO							
b. POSTAL Pat R. Miller 4/22/03 AF/ILCXE-P 202-222-2222/333 NO							
c. DATA ELEMENTS Bill S. William 4/24/03 AFCA/ITCM 303-333-3333/444 NO							
d. REPORTS							
INTERAGENCY Willie L. Johnson 4/24/03 AFCA/ITCM 303-333-3333/444 NO							
RCS Mike C. Jones 4/24/03 AFCA/ITCM 303-333-3333/444 YES						HAF-ILE(Q)9440	
OMB Janet B. Wilson 4/24/03 AFCA/ITCM 303-333-3333/444 NO						Expires 13Jun2005	
15. EXTERNAL COORDINATION AND CONCURRENCE <i>(Not required for SD, DoD Component, or Command forms)</i>							
a. DOD COMPONENT		b. COORDINATOR				c. ESTIMATED ANNUAL USAGE	
		NAME INITIALS OFFICE SYMBOL TELEPHONE NUMBER <i>(Include DSN/Area Code)</i>				d. IF REVISION, QTY EXISTING FORMS ON HAND	
		(Can be used for internal/ Functional Coordination)					
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.							
16. DOD COMPONENT OPR AND/OR ACTION OFFICER							
a. TYPED NAME JOHN R. DOE, Lt Colonel, USAF (OPR)				b. SIGNATURE (SIGNATURE IS REQUIRED)		c. TELEPHONE NO. (444)444-4444/DSN 111-	
17. DOD COMPONENT APPROVING OFFICIAL				18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER			
a. SIGNATURE (NAME & SIGNATURE ARE REQUIRED)		b. DATE SIGNED 4/18/03		a. SIGNATURE (NAME & SIGNATURE ARE REQUIRED)		b. DATE SIGNED 4/27/03	
19. APPROVING FORMS MANAGEMENT OFFICER							
a. TYPED NAME		b. SIGNATURE				c. DATE SIGNED	

DD Form 67, SEP 91 (EG)

Previous editions are obsolete.

NOTE: For departmental IMTs, AFDPO/PPP signs (block 18). For MAJCOM, FOA, DRU IMTs, the MAJCOM, FOA, DRU IMT Managers sign block 18 (blocks 18 and 19 can be the same person, unless local guidance states otherwise).

3.4. Forms Subject to The Paperwork Reduction Act (44 United States Code (U.S.C.) 3501). The Paperwork Reduction Act seeks to minimize the cost and burden of reporting requirements while ensuring that management officials get the information they need. It applies to every Air Force form. Apply proper form controls to ensure using the minimum number of different forms necessary for efficient and economical operation, and to reduce the paperwork burden associated with collecting and reporting information on forms (see paragraph 3.9.3.).

3.5. Exceptions to Using Existing Forms .

3.5.1. A variety of exceptions may affect forms (such as, need to alter the form design for a limited amount of users, need to change the logical fill capability, authority to use a form in a specialized system, need for changing printing specifications, etc.). All of these exceptions require a waiver.

3.5.2. Request an exception to a form only when it is more cost effective. Hold requests for exceptions to a minimum. Send exception requests to the OPR. The OPR sends written justification, along with a copy of the proposed exception, to the appropriate forms manager (AFDPO/PPPF for Air Force-level forms).

3.5.2. (AFSPC) Customers requesting an exception to a form will submit requests through their local Base Forms Manager for forwarding to AFSPC CSS/SCTIF. The request will be either forwarded to appropriate OPR for approval or forwarded to the next higher-level Forms Office for processing. Requests may be forwarded through e-mail as long as any supporting documentation can be attached electronically. Approval documentation will be returned to the requester and maintained in the requester's office for the life cycle of the requirement or until the original form is revised or made obsolete.

3.5.3. Approved exception annotation must appear on the face page of the form design, immediately following or below the form number and date to read: "Exception to (form number) approved by (approving organization/functional address symbol and date)."

3.5.4. When the OPR revises the form, the exception is cancelled. A new request for exception may be submitted if the revised form does not make provision for the original waiver request.

3.6. Obsolete and Cancelled IMTs.

3.6.1. The OPR of an IMT notifies the IMT Manager by DD Form 67. (Notify AFDPO/PPP for departmental IMTs; notify MAJCOM, FOA, DRU IMT Managers for their IMTs by using a memorandum, letter, or comparable electronic product.) Cite any replacements for the obsolete and cancelled IMT (block 8). Include the date when the OPR intends to obsolete and cancel an IMT (block 3). Submit AF Form 525, Records Disposition Recommendation, to the appropriate level records manager to change the Records Disposition Schedule.

3.6.1. (AFSPC) The documentation declaring a form obsolete must be signed by the approving official for the form as designated in **paragraph 1.5.1.6.1. (Added)** of this supplement. When a publication prescribing a form is rescinded, the form automatically becomes obsolete. If a requirement still exists for the form, the OPR must prescribe the form in another directive. When the new directive is published, the form will be reinstated.

3.6.2. The forms manager:

3.6.2.1. Moves the form from the current section of the Master Catalog, to the obsolete section. Annotates disposition instructions and replacement form number, if applicable.

3.6.2.1. (AFSPC) This is accomplished by AFSPC CSS/SCTIF.

3.6.2.2. Removes the form record set from the current numerical file and places it in the inactive area of the files. The record set is retained and disposed of according to AFMAN 37-139 (will convert to AFMAN 33-322, Vol. 4).

3.6.2.3. Announces obsolete forms in the Product Assessments along with disposition instructions for any existing stock.

3.6.3. The OPR of a SF or OF sends a SF 152, **Request for Clearance or Cancellation of a Standard or Optional Form**, a written justification, and a draft of the proposed cancellation notice through AFDPO/PPPF to Washington Headquarters Services (WHS/DIOR), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. WHS/DIOR reviews the requested action and sends it to GSA. When GSA approves the request, they use the *Federal Register* and the “*Standard and Optional Forms – Clearance Register*” to notify all using agencies of the cancellation.

3.7. Stocked and Issued (S&I) and Stocked and Used (S&U) Forms. See [Attachment 1](#) for explanation of terms. The OPR reviews departmental forms shown in the Master Catalog as S&I and S&U before each reprinting to ensure accuracy of information. Send requests for reprints to AFDPO/PPPF.

3.7. (AFSPC) Stocked and Issued (S&I) and Stocked and Used (S&U) Forms. All AFSPC subordinate unit physical or paper forms will not be distributed by AFDPO at this time and must be either stocked and issued (S&I) or stocked and used (S&U) by the OPR. All printing costs associated with these physical products will be the responsibility of the OPR.

3.8. Guidelines for Classified, Accountable, Storage Safeguarded, and FOR OFFICIAL USE ONLY Forms. Anyone requesting the creation of these forms must ensure the forms have the required markings (see DoD 5200.1-R, *Information Security Program*; AFI 31-401, *Information Security Program Management*; and AF Sup/DODR 5400.7, *DoD Freedom of Information Act Program*). Identify these forms in the numerical listing of the Master Catalog.

3.8.1. Forms That Are Classified or Classified When Filled In. Avoid forms that disclose classified information and classified titles unless absolutely necessary. When a form title is classified, use an unclassified short title for reference purposes. When designing a classified blank form, show the overall classification of the information at the top and bottom of the form design. If the form will become classified when filled in, leave sufficient space for the overall classification marking by adding the notation "_____ When Filled In" outside the margins at the top and bottom of each page of the form. Allow space for entering associated markings, classification authority, and downgrading or declassification instructions if deemed necessary by the requester.

3.8.2. Accountable Forms. Some blank forms can jeopardize installation/national security or could be used to defraud or allow false claims against the Government; therefore, you must control, safeguard, and account for these forms in accordance with the prescribing directives and AFI 37-161 (will convert to AFI 33-361). Use serial numbers to account for each form. Accountable forms are not the same as pre-numbered forms. Pre-numbered forms include such forms as repair and baggage tags, laundry tickets, and dry cleaning tickets.

3.8.3. Storing Safeguarded Forms. Store blank forms in a secure area. You need not account for each individual form. Issue safeguarded forms not otherwise controlled by the OPR, to specific activities based upon the organizations mission and the intended form's use. Safeguarded forms must be listed on the AF Form 1846 of the requesting activity.

3.8.4. FOR OFFICIAL USE ONLY Forms. Mark these forms as directed in AF Sup/DODR 5400.7.

3.9. Other Forms.

3.9.1. Internal Reporting. Coordinate forms collecting information within the Air Force at the direction of the Air Staff or lead command/FOA with the appropriate ICR Manager according to AFI 37-124, *The Information Collections and Reports Management Program; Collecting Internal, Public, and Interagency Air Force Information Collections* (will convert to AFI 33-324). Show the caption "Report Control Symbol (RCS)" in the upper right corner of the form inside the margin. Users enter the appropriate RCS number in the RCS space when completing the form. If a form with an RCS number is obsolete, follow the procedures in AFI 37-124 (will convert to AFI 33-324) to cancel the RCS number.

3.9.2. Interagency Reporting. Forms collecting information between departments of the Federal Government require an Interagency Reports Control Number (IRCEN). If a form collects information from another Federal agency, the OPR must coordinate with the appropriate ICR Manager. For Departmental forms send the form design, along with the request for an IRCEN, as outlined in AFI 37-124 (will convert to AFI 33-324), to HQ AFCA/ITCM. HQ AFCA/ITCM sends the request to WHS/DIOR who submits it to GSA for licensing.

3.9.3. Public Use Forms. Information collected from members of the public by the Federal Government require OMB approval and licensing. If a form collects information from the public, the OPR must coordinate the form request with the appropriate ICR Manager (see [Table 1.1](#) and AFI 33-332).

3.9.3.1. Public use forms display an OMB control number and expiration date in the upper right corner of the form design. Display the agency disclosure notice (ADN) statement immediately below the form title and OMB control number at the top of the form (see AFI 37-124 [will convert to AFI 33-324]).

3.9.3.2. The OPR requests the appropriate forms management staff to develop a draft of the proposed form for coordination purposes. The appropriate forms management staff prepares a draft of the form with a block for an OMB control number, expiration date, and ADN statement. The OPR coordinates the form (along with the request for OMB approval according to AFI 37-124 [will convert to AFI 33-324]) through HQ AFCA/ITCM to the ICR Manager (see [Table 1.1](#)). The IRRM sends the request to the DoD clearance officer, WHS/DIOR, for publication in the *Federal Register*, and for OMB licensing. Allow approximately 120 calendar days to get OMB approval or disapproval.

3.9.3.3. OMB licenses were approved for all the forms listed in DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997. This list includes all forms prescribed in the Data Item Descriptions (DID) directive. An Air Force form identified in DIDs is considered a public-use form and has an approved OMB license. Process the form through the appropriate forms management office to HQ AFCA/ITCM for coordination.

3.10. Forms Subject to the Privacy Act of 1974 (AFI 33-332). Forms that collect personal data from individuals for inclusion in a Privacy Act system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify the social security number, must contain a Privacy Act Statement (PAS). The OPR will identify the form as subject to the Privacy Act and develop the PAS as outlined in AFI 33-332). The PAS allows the individual completing the form to make an informed decision about whether to furnish the information. Coordinate all proposed new or revised forms that collect personal data with the Privacy Act Officer (PAO) and servicing legal office. DD Form 67 provides an area for the name, organizational designation, functional address symbol, telephone number (Defense Switched Network [DSN] or commercial), and initials of the coordinating PAO to be recorded.

3.10. (AFSPC) Forms Subject to the Privacy Act of 1974 (AFI33-332). Forms collecting Privacy Act information will be managed as a form and must be prescribed in a directive publication.

3.10.1. Displaying PAS on a Form. The OPR sends the DD Form 67, with the PAS, a draft of the new or revised form, and the prescribing directive, through the PAO to the forms management office for processing.

3.10.2. Computer Matching Program. Computer matching is the electronic comparison of records from two or more automated systems between Federal agencies, state, and local governments for verifying benefits, eligibility, and for debt collection purposes. Records involved include those from personnel and payroll systems, and Federal benefit programs. If the information on the form is subject to computer matching, incorporate an appropriate warning into the PAS. Coordinate all proposed new or revised forms for Federal benefit programs payroll, or personnel information with HQ AFCIC/ITC.

3.11. United States Postal Service (USPS) Requirements. Forms used as mailers must meet USPS requirements. The OPR coordinates all requests for mailer forms according to DoD 4525.8-M, *DoD Official Mail Manual*, July 1987.

3.12. Standard for Data Elements. Formats, definitions, data types etc. already exist for many information fields. They can be found in the Defense Data Dictionary System that can be accessed at <http://www.datadmn.itsi.disa.mil> by going to TOOLS. Use these DoD data specifications on forms whenever possible. This use will facilitate automated processing of the information provided when the form is used.

3.13. Air Force Innovative Development Through Employee Awareness (IDEA) Program (AF Form 1000, IDEA Application). Forms are continually reviewed and updated by both the OPR and forms management. The preferred method to change forms is to recommend improvements using AF Form 847 (see paragraph 3.14.). When someone has submitted an AF Form 1000, the OPR performs the final evaluation on any IDEA pertaining to the form. The OPR prepares the AF Form 1000-1, **IDEA Evaluation and Transmittal**, returns it to the appropriate IDEA program office, and sends a copy of the final evaluation and recommended improvements to the appropriate forms manager for the record set. If the OPR decides to revise a form, the OPR prepares and submits a DD Form 67 to the appropriate forms manager (AFDPO/PPPF for departmental forms).

3.13.1. Exclude IDEA recommendations that:

3.13.1.1. Do not specifically identify operational problems caused by the form and propose a solution that improves the form.

3.13.1.2. Involve a study of all forms.

3.13.1.3. Recommend changes in construction (i.e., color and weight of paper), spacing, field size, format, printing capability, and electronic attributes. Each form manager analyzes the form prior to each revision.

3.13.1.4. Result from using new technology. Forms management consistently reviews and evaluates new technology for use and application Air Force-wide.

3.13.1.5. AFDPO/PPPF, MAJCOM forms managers, and the forms OPR have final authority to disapprove any IDEA recommendation excluded in paragraph **3.13.1**.

3.14. Reporting Design Deficiencies or Recommending Improvements on Existing Forms. Design deficiencies/improvements may consist of misspelling, block on the form does not fill, need to rearrange blocks to allow more data, need for different fonts, need to change construction, etc. Submit AF Form 847, with specific justification for changes, to the OPR for evaluation. The OPR determines if the change benefits the total Air Force. The OPR submits a change request on a DD Form 67 to the appropriate forms management office.

3.15. Overprinting an IMT. Overprint an Air Force IMT when the number of man-hours saved in filling in the IMT justifies the extra cost of overprinting the fill-in data (see [Attachment 1, Terms](#)). Do not alter lines or captions, or add blocks and captions to an existing IMT as this action is a revision of the original IMT design and must require an OPR to submit a change request and follow licensing procedure.

3.15.1. (Added-AFSPC) Overprinting onto an Electronic Form. AFSPC CSS/SCTIF approves or disapproves requests for overprinting onto an existing electronic form. AFSPC CSS/SCTIF designs the overprint using the AF standard forms software and saves it as a locked file. The electronic overprint may then be placed on the AF e-Publishing web site with a short title identifying it as an overprint, i.e., DD1610OP_21SW. When a requirement exists, the OPR submits a DD Form 67 and draft of the overprint through their Base Forms Manager to forward to AFSPC CSS/SCTIF for approval and development. If the original form is revised, the overprint is obsolete and the OPR will need to request approval and development of a new overprint.

3.15.2. (Added-AFSPC) Overprinting onto a Physical Form. The Base Forms Manager approves or disapproves requests for printing overprints onto a physical or paper form. Overprints must be more advantageous to the government. All printing costs associated with the overprint are the responsibility of the requester. Designate physical overprints in the lower right corner of the form with the organization and office symbol and the word “overprint”, i.e., 21SW/PA Overprint.

3.16. IMT Version and Revision Control. AFDPO assigns the naming convention and number on all new or revised departmental IMTs based on AFDPO standard and the type of changes—version or revision change (see [Attachment 1, Terms](#)). For example, “AF Form 9, 19770301 (IMT-V1)” will be named “AF IMT 9, 19770301, V1”. MAJCOM, DRU, FOA IMT Managers control their IMT numbers.

3.17. Complying with Section 508 of the Rehabilitation Act.

3.17.1. IMTs when newly created at any level must be Section 508 Compliant (e.g., office forms). Compliance will be based on the official Section 508 Compliance criteria established in the “Elec-

tronic and Information Technology Accessibility Standards” document
(<http://www.access-board.gov/sec508/guide/1194.21.htm>).

Chapter 4

THE FORMS MANAGEMENT OFFICE

4.1. Organizing and Using Files. The forms manager establishes and maintains a record set for each prescribed form. The record set is the history file, an important tool for the forms manager. Arrange the folders in numerical order, according to the form designation and number. Arrange the material in each folder chronologically, with the most recent date on top. Each folder must contain: (1) a coordinated and approved DD Form 67 sent by the OPR, for the form and all revisions; (2) the latest printing specifications; (3) the latest AF Form 1382; (4) documentation about the form; (5) a final draft or master; (6) a copy of the current edition of the form showing the OPR's concurrence; and (7) a copy of each previous edition of the form. When the OPR declares a form obsolete, withdraw the folder from the active file, annotate it, and put it in the obsolete/inactive file.

4.1. (AFSPC) Organizing and Using Files. AFSPC CSS/SCTIF maintains the official record set. The Base Forms Manager maintains a copy of the complete file for all forms for which they are responsible. Unit Forms Managers maintain an official record set for each of their unit forms.

4.2. Assigning Functional Codes. The forms manager classifies each form under one functional code to allow for cross reference purposes and functional analysis to detect duplicity of forms. See [Table A2.1.](#) for functional codes and cross-references to related publication series.

4.3. AF Form 1747, Forms Processing Data. Forms managers may use AF Form 1747 for announcing forms in appropriate product announcements, or may use other electronic means of transmitting the announcement information.

4.4. Reviewing the Status of Forms. The forms management office conducts a forms review every 2 years, based on the date of creation, revision of the form, or revision of the prescribing directive. Use an AF Form 1382 (may use other electronic means of transmitting the actual review information). Revising a publication requires and constitutes a review of all forms prescribed by the affected publication. After coordinating on a proposed publication revision, place a copy of the AF Form 673 in the record set of each prescribed form to document the action. Initiate special and reprint reviews as needed.

4.4. (AFSPC) Reviewing the Status of Forms. Base Forms Managers send a copy of the completed review with original signature to AFSPC CSS/SCTIF for inclusion in the official record set.

4.5. Master Catalog. This catalog will be updated daily and contain all products available through the Electronic Transaction System..

4.5. (AFSPC) Master Catalog. AFSPC CSS/SCTIF will provide information and file updates to the AF Master Catalog on all forms they are responsible for as stated in **paragraph 1.1.** of this supplement.

4.6. (Added-AFSPC) Certifying Releasability of Forms. The OPR must conduct a releasability certification for each form they want disseminated through an official publishing dissemination medium (e.g., official web repository, CD-ROM, AF Publishing Distribution Center (AFDPC), or any future dissemination medium). Forms that are disseminated by the OPR (e.g., stocked and issued and stocked and used) do not require a releasability certification. The releasability certification will be documented on the AFSPC

overprint to the DD Form 67 that will be used until DoD or AF revises the DD form 67. The releasability certification documentation includes:

- 4.6.1. (Added-AFSPC) Level of releasability (public access or restricted access).
- 4.6.2. (Added-AFSPC) Statement of the restriction, if applicable, and justification for limited release.
- 4.6.3. (Added-AFSPC) Mandatory coordination (See [Table 4.1. \(Added\)](#)).

Table 4.1. (Added-AFSPC) Mandatory Coordination.

Required Functional Area Coordination	Applicable To
Privacy Act Monitor	All
Freedom of Information Act	All
Public Affairs	All
OPSEC Manager	All
Foreign Disclosure Officer	All
NOTE: The Command Foreign Disclosure Officer will coordinate for units that don't have a Foreign Disclosure Officer. The Command Forms Management Office will obtain this coordination for the unit when the DD Form 67 package is received from the Base Forms Manager.	

- 4.6.4. (Added-AFSPC) Certifying signature of the organizational content approval authority (must be O-5 or above).

Chapter 5

MANAGING SPECIALIZED FORMS

5.1. Prescribing Air Force Technical Order (AFTO) and Air Force Communications Security (AFCOMSEC) Forms. c Headquarters Air Force Materiel Command (AFMC) and Air Force Materiel Field Office may prescribe AFTO forms in Air Force Technical Orders. Publish AFTO forms as outlined in AFD 21-3, *Technical Orders*, after approval from HQ USAF/IL, 1030 Air Force Pentagon, Washington DC 20330-1030. The technical content manager approves AFTO forms prescribed by other technical orders. Air Intelligence Agency (AIA) and HQ AFCA prescribe AFCOMSEC forms in AFCOMSEC publications.

5.2. AFDPO, AFMC, AIA, and Air Force Publishing Distribution Center (AFPDC) Responsibilities.

5.2.1. AFDPO/PPPF indexes each AFTO and AFCOMSEC form in the Master Catalog and announces it in the Air Force Product Announcement. They issue AFTO and AFCOMSEC forms from the Air Force web site (<http://afpubs.hq.af.mil>).

5.2.2. HQ AFMC, HQ AIA, and HQ AFCA:

5.2.2.1. Analyze, approve, develop, number, and procure AFTO and AFCOMSEC forms. Submit electronic editions of AFTO and AFCOMSEC forms for release on the Air Force web site.

5.2.2.2. Budget for creating, revising, and reprinting AFTO and AFCOMSEC forms.

5.2.2.3. Give the AFPDC sufficient AFTO and AFCOMSEC forms to fill requisitions and maintain stock levels.

5.2.2.4. Distribute appropriate AFTO and AFCOMSEC forms to organizations receiving the prescribing directive.

5.2.2.5. Send one copy of DD Form 67, one copy of AF Form 1747, and one copy of the printed form or digitized form to AFDPO/PPPF.

5.2.2.6. Send completed AF Form 1747 to AFDPO/PPPF if the forms are declared obsolete. On the AF Form 1747 annotate how to dispose of stock and identify any replacing form, if applicable. Notify AFDPO/PPPF if Master Catalog needs to be changed (for example, edition date, title, local reproduction authority, unit of issue, functional code, prescribing directive).

5.2.2.7. Maintain approval authority on reprint requests received from the AFPDC.

5.2.2.8. Comply with the records disposition scheduling requirements in paragraph **1.5.12**.

5.2.3. AFPDC:

5.2.3.1. Stocks and issues AFTO and AFCOMSEC forms.

5.2.3.2. Sends requests for reprints to the MAJCOM or FOA having primary responsibility.

Chapter 6

GENERAL PURPOSE FORMS

6.1. Using General Purpose Forms. Use a general purpose form when a local form is needed, but only limited stock is required. The available forms are AF Form 2519, **All Purpose Checklist**; AF Form 3126, **General Purpose (8-1/2 by 11 inches)**; AF Form 3131, **General Purpose (11 by 8-1/2 inches)**; AF Form 3132, **General Purpose (11 by 8-1/2 inches)**; AF 3130, **General Purpose (11 X 8 1/2)**; AF 3132, **General Purpose (11 X 8 1/2)**; AF 3136, **General Purpose (11 X 8 1/2)**; AF 3137, **General Purpose (11 X 8 1/2)**; AF 3153, **General Purpose Calendar (11 X 8 1/2)**. Alter general purpose form designs as needed. Do not develop general purpose forms below departmental-level. The information collected using General Purpose Forms is not exempt from the records disposition schedule requirement contained in paragraph [1.5.12](#).

6.1.1. The Air Force's intent is to save time designing limited-use forms. The form number identifies the blank state only; it does not identify the entries the user adds to the form.

6.1.2. Renumber general purpose forms according to your organization's numbering system if:

6.1.2.1. You change the design of the form by modifying lines and you need enough copies of the form to warrant reproduction.

6.1.2.2. You use the form to collect information subject to the Privacy Act of 1974.

6.1.2.3. You use it to collect information on a recurring basis.

6.2. Restrictions on Using General Purpose Forms.

6.2.1. You do not need to renumber a general purpose form if:

6.2.1.1. You use it as a design layout to draft a proposed MAJCOM or departmental form.

6.2.1.2. You modify it for a specific use, but will not need to reproduce it.

6.2.1.3. You use it in the original format without modification. In this instance, you may overprint or reproduce the form after coordination with the local forms manager. Add "Overprint" in the lower right corner of the form, preceded by your originator's organizational designation; e.g., "1234 MAW Overprint."

6.2.2. Modifying general purpose forms to suit your needs can save time and effort that would go into creating a new form. If you modify the design of a general purpose form, add "Overprint as Modified" in the lower right corner of the form, preceded by your organizational designation.

6.2.2. (AFSPC) Only AFSPC CSS/SCTIF can electronically modify general purpose forms as it requires the designer software which only AFSPC CSS/SCTIF is authorized to have. OPRs who wish to electronically modify a general purpose form should contact their Base Forms Manager to forward the request to AFSPC CSS/SCTIF.

6.2.3. General purpose forms are considered "unlocked" form templates. When making changes, follow the requirements in paragraphs [6.1.1](#) and [6.1.2](#).

6.3. Forms Prescribed.

- 6.3.1. AF Form 2519, **All Purpose Checklist.**
- 6.3.2. AF Form 3126, **General Purpose (8-1/2 by 11 inches).**
- 6.3.3. AF Form 3131, **General Purpose (11 by 8-1/2 inches).**
- 6.3.4. AF Form 3132, **General Purpose (11 by 8-1/2 inches).**
- 6.3.5. AF Form 1747, **Forms Processing Data.**
- 6.3.6. AF Form 3130, **General Purpose (11 X 8 1/2).**
- 6.3.7. AF Form 3132, **General Purpose (11 X 8 1/2).**
- 6.3.8. AF Form 3136, **General Purpose (11 X 8 1/2).**
- 6.3.9. AF Form 3137, **General Purpose (11 X 8 1/2).**
- 6.3.10. AF Form 3153, **General Purpose Calendar (11 X 8 1/2).**
- 6.3.11. AF Form 1797, **Form Register.**

WILLIAM J. DONAHUE, Lt Gen, USAF
Director, Communications and Information

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

The Rehabilitation Act

PL 104-13, *Paperwork Reduction Act of 1995*

Title 5, United States Code, Section 552a, *Privacy Act of 1974*, as amended

Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*

Title 44, United States code, Chapter 35, *Coordination of Federal Information Policy*

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition

OMB Circular A-130, *Management of Federal Information Resources*

DoD 4525.8-M, *DoD Official Mail Manual*, December 26, 2001

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997

DoD 5200.1-R, *Information Security Program*, January 1997

DoDI 7750.7, *DoD Forms Management Program*, May 31, 1990

DoD 7750.7-L, *Listing of Approved Department of Defense (DD) Forms*, Updated Monthly

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, August 14, 1991

AFSup/DoDR 5400.7, *DoD Freedom of Information Act Program*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 31-401, *Information Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-332, *Air Force Privacy Act Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFI 37-161, Deleted

| AFIND 9, Deleted

Abbreviations and Acronyms

ADN—Agency Disclosure Notice

| AF—Air Force (as used on AF IMTs)

AFCIC—Air Force Communications and Information Center

AFCOMSEC—Air Force Communications Security

AFDD—Air Force Data Dictionary

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFIND—Air Force Index

AFMC—Air Force Materiel Command

AFPB—Air Force Publishing Bulletin

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

AFTO—Air Force Technical Order

AIA—Air Intelligence Agency

| API—Application Program Interface

| CMP—Content Management Program

| CMP-IMT—Content Management Program-Information Management Tool

| COTS—Commercial Off-The-Shelf

DD—Department of Defense (as used on DD IMTs)

DID—Data Item Description

DoD—Department of Defense

| DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSN—Defense Switched Network

FOA—Field Operating Agency

FPMR—Federal Property Management Regulation

GSA—General Services Administration

HQ AFCA—Headquarters Air Force Communications Agency

HQ USAF—Headquarters United States Air Force

ICR—Information Collections Requirement

ICS—Internet Commerce System™

IDEA—Innovative Development through Employee Awareness

IMT—Information Management Tool

IRC�—Interagency Reports Control Number

LRA—Local Reproduction Authorized

MAJCOM—Major Command

MWRS—Morale, Welfare, Recreation, and Services

OF—Optional Form

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

PAO—Privacy Act Officer

PAS—Privacy Act Statement

RCS—Report Control Symbol

S&I—Stock & Issue

S&U—Stock & Use

SAF—Offices of the Secretary of the Air Force, referred to as the "Secretariat"

SF—Standard Form

TD—United States Department of the Treasury (as used on IMTs)

U.S.C.—United States Code

USPS—United States Postal Service

WHS/DIOR—Washington Headquarters Services, Directorate for Information Operations and Reports

Terms

Adopted IMT—An IMT is adopted for use when it already exists in inventory and prescribed by a primary directive.

AFCOMSEC IMTs—Air Force communications security IMTs prescribed for use in Air Force communications security directives.

AFTO IMTs—Air Force Technical Order IMTs prescribed for use in Air Force Technical Orders.

Application Program(ming) Interface—The interface (calling conventions) by which an application program accesses operating system and other services. An API is defined at source code level and provides a level of abstraction between the application and the kernel (or other privileged utilities) to ensure the portability of the code.

Basic IMT—Uses simple fill-in and print functionality (similar to a "Form" as it is known today). A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. IMTs are numbered for easy reference and effective management; and are

prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

CMP—Content management program is an Air Force level effort to modernize the design, execution and control of electronic processes utilizing state-of-the-art IMT technology supported by a content management system (CMS) framework.

Complex IMT—Uses a management tool that may integrate with a back-end system, incorporate business logic, perform calculations, build-in wizard, and/or provide a tool within a larger re-engineered process.

Field IMTs—IMTs (other than departmental IMTs) issued by an Air Force activity. Issuing activities are MAJCOM, FOA, DRU, Wing, and Base. Standard or specialized directives prescribe these IMTs for use by two or more assigned units, attached to and within the originating organization.

Format—A guide, table, sample, or exhibit that illustrates a predetermined layout for presenting data. A format may or may not be an IMT.

Headquarters IMTs—IMTs for use within two or more staff offices of a headquarters. Headquarters operating instruction prescribe these IMTs.

ICS—Internet Commerce System. PureEdge's suite of electronic IMT programs and related tools.

IMT—Information Management Tool, formerly referred to as a form. The new nomenclature reflects the expanded capability brought on by the new technology.

IMT Version Change—Minor changes, did not affect the visual/physical image of the IMT, such as changes in calculations or field names. In this case, the version number will be updated to reflect the changes.

IMT Revision Change—Major changes, affect the visual/physical image of the IMT, such as changes in fields on a page are rearranged, added, or deleted. In this case, the date will be updated to reflect the changes.

Local Reproduction Authorized (LRA)—A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the IMTs image, size, and/or design is not authorized during the reproduction process.

Office Forms—Forms for use only within the originating directorate, division, branch or section or office. Office forms do not have to be prescribed, and indexing them is optional. Office forms will not be issued IMT licenses.

One-Time Forms—Forms that satisfy a one-time requirement, are not reprinted, and are obsolete when expiration date is met. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date (e.g., One-Time, Expires 20 January 2003). The OPR is furnished sufficient stocks of these forms to distribute the forms directly to activities required to complete the project. One-Time forms are not indexed.

Optional Forms—These Forms bear the designation "Optional Form" or "OF." Two or more Federal agencies may develop an optional form to eliminate separate agency Forms for similar purposes. GSA, Office of Information Systems, approves Optional Forms for non-mandatory use by Federal agencies.

Other Government Agency Forms—Government agencies such as the Department of the Treasury (TD), Office of Personnel Management, and Department of Veterans Affairs, develop and approve their own agency forms.

Overprinting—Overprinting is the printing of pertinent repetitive information in blank captioned areas of an IMT. This practice is used to save man-hours and supplies required to accomplish repetitive tasks.

Prescribed IMT—The OPR prescribes an IMT in a directive publication. A standard or specialized directive mandates the use of an IMT. There is one OPR for each IMT. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

Standard Forms—These forms bear the designation "Standard Form," or "SF." The initiating agency's OPR prescribes these forms in their regulations. GSA also approves SF forms for mandatory use by all Federal agencies. The regulations of the issuing agency normally include the mandatory use of these forms.

Storing Safeguarded IMTs—Blank IMTs that could be put to fraudulent use, but not to a degree requiring complete accountability. Such IMTs are stored in locked cabinets, secure filing cabinets, or locked rooms.

S&I—Stocked and Issued, S&I IMTs are distributed directly by the OPR. The organization/office symbol and mailing address of the OPR is noted after the IMT title in the index. Users request stock of these IMTs direct from the OPR. AFPDC does not requisition these IMTs or distribute them to the field.

S&U—Stocked and Used, S&U IMTs are distributed directly by the OPR only within the primary organization and used only by that activity. Distribution is made automatically, as needed. AFPDC does not requisition these IMTs, nor distribute them to the field.

Test IMTs—Test IMTs are established to be used for a limited period of time so they may be evaluated and made permanent. The OPR gives enough test IMTs directly to the testing activities for them to complete the test. On the face of the IMT, following the IMT number and date, annotate in parentheses "(TEST – EXPIRES: [date])". Life of a test form will not exceed 1 year. The OPR is responsible for converting these IMTs to a permanent IMT by no later than the expiration date. If not converted to a permanent form by the expiration date, they automatically become obsolete.

Wizard—A navigatable series of screens or dialogue boxes that walk users through completion of a task. Generally, each wizard screen asks users to enter information, either by making selections, or filling in fields. An IMT with wizards is a complex IMT.

Attachment 1 (AFSPC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Computer/System Generated Forms—A form or data collection tool (i.e., template, web screen, input screen, front-end or back-end templates) automated using a software other than the AF standard forms software. These data collection tools must comply with regulatory and higher level policy on data collection in the Federal Government and must, therefore, be reviewed by the Forms Management Office for compliance.

Contractor Forms—These are forms developed by contractors by their own direction, not as a result of direction in a statement of work. Such forms are not developed, procured, or stocked by Air Force personnel or employees. No Command funds are used for such forms.

Format—A format cannot solicit Privacy Information, collect information from the public, or require OMB approval.

Local Reproduction Authorized (LRA)—All electronic forms are considered to be LRA and the electronic form is the LRA master to print from. On command forms, special print specifications are identified in the “Form Properties” block of the electronic file. Costs associated with printing an electronic form are the responsibility of the requester.

Test Forms—Test forms are stocked and issued by the OPR and are not indexed.

Attachment 2**FUNCTIONAL CODES AND RELATED PUBLICATIONS SERIES**

A2.1. Subject Series Description . See a description of subject series in AFI 33-360 Volume 1, for basic publication numbers shown with major functional codes. The first two digits of all functional codes are identical to the publication series number.

Table A2.1. Numeric Cross-Reference of Publications Series to Functional Codes.

Publication Series Functional Code	Subject
10 Operations	1010 Air Traffic Control 1020 Approach Procedures 1030 Search and Rescue
11 Flying Activities	1100 Flying Operations
13 Space/Missile/Command and Control	1300 Space, Missile, Command and Control
14 Intelligence	1410 Intelligence 1420 Mapping, Charting and Geodesy
15 Weather	1500 Weather
16 Operations Support	1610 Political-Military Assistance 1620 Foreign Disclosure 1630 Resource Management 1640 Installation Management 1650 Planning, Programming, and Budgeting System 1660 Arms Control 1670 Special Access Programs
20 Logistics	2000 Logistics
21 Maintenance	2110 Maintenance Management 2120 Installation, Restoration, Repair and Testing 2121 Aircraft 2122 Engines and Accessories 2123 Nuclear and Non-Nuclear Armament 2124 Communication Equipment 2125 Photographic 2126 Motor Vehicles 2127 Marine Equipment 2128 Railroad 2129 Intricate Equipment 2130 Technical Order Management 2140 Engineering Data

Publication Series Functional Code	Subject
23 Supply	2310 Requirements and Stockage 2320 Supplies and Materiel Management 2330 Energy Management 2340 Defense Business Operations Fund 2350 Reutilization and Disposal
24 Transportation	2410 Personnel Movement 2420 Cargo Movement 2430 Transportation Vehicles and Equipment 2440 Customs and Clearance 2450 Personal Property
25 Logistics Staff	2500 Logistics
31 Security	3110 Personnel Security 3120 Document Security 3130 Industrial Security 3140 Restricted Areas 3150 Law Enforcement 3160 Confinement and Retraining 3170 Aerospace Systems Security
32 Civil Engineering	3210 Real Property 3220 Design and Construction 3230 Utilities Operation, Maintenance, and Services 3240 Fire Protection and Rescue 3250 Natural Resources 3260 Environmental Protection 3270 Energy Conservation
33 Communications and Information	3310 C4 Systems 3320 C4 Systems Security 3330 Postal 3340 Printing, Duplicating, and Copying Management 3350 Written Communications 3360 Records Management 3370 Publications and Forms Management 3380 Publications and Forms Distribution Management 3390 Orders Management

34 Services	3410 Services 3420 Food Services 3430 Mortuary Affairs 3440 Lodging 3450 Recreation and Entertainment
Publication Series Functional Code	Subject
35 Public Affairs	3500 Public Affairs
36 Personnel	3610 Force Management 3611 Identification 3620 Military Personnel 3630 Civilian Personnel 3640 Recruiting 3650 Training and Professional Education 3660 Awards and Decorations 3670 Reserve Personnel 3671 Civil Air Patrol 3680 Retirement and Separation 3690 Personal Affairs
38 Manpower and Organization	3810 Manpower 3820 Organization 3830 Suggestion Program 3840 Productivity Programs
40 Medical Command	4000 Wellness
41 Health Services	4110 Health Care Programs 4120 Medical Support
44 Medical	4400 Medical Operations
46 Nursing	4600 Nursing Services
47 Dental	4700 Dental Services
48 Aerospace Medicine	4800 Aerospace Medicine
51 Law	5110 Military Justice 5120 Civil Litigation 5130 International Law 5140 Claims 5150 Law
52 Chaplain	5200 Chaplain
60 Standardization	6000 Standardization
61 Scientific, Research and Development	6110 Research 6120 Development 6130 Equipment
62 Developmental Engineering	6200 Developmental Engineering
63 Acquisition	6300 Acquisition Management

64 Contracting	6410 Contracting Management 6420 Small Business Management
Publication Series Functional Code	Subject
65 Financial Management	6510 Comptroller 6520 Budget 6530 Auditing 6540 Cost Analysis 6550 Banking and Credit Unions 6560 Accounting & Finance
71 Special Investigations	7100 Investigation
84 History	8400 History
90 Command Policy	9010 Strategic Planning 9020 Legislative Liaison 9030 Inspection
91 Safety	9110 Nuclear Systems Surety 9120 Ground, Explosives, Flight, and Space Safety 9130 Occupational Safety and Health
99 Test and Evaluation	9900 Testing

Attachment 3

INTERIM CHANGE 2000-1 TO AIR FORCE INSTRUCTION 33-360, VOLUME 2

IC 2000-1 TO AFI 33-360 V2, *FORMS MANAGEMENT PROGRAM*

27 JUNE 2000

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2000-1. This change adds the mandatory compliance statement (title page); adds information on safeguarded forms (paragraph [3.8.3](#) and [Attachment 1](#)); and reinstates AF 3130, **General Purpose (11 X 8 1/2)**, AF 3132, **General Purpose (11 X 8 1/2)**, AF 3136, **General Purpose (11 X 8 1/2)**, AF 3137, **General Purpose (11 X 8 1/2)**, AF 3153, **General Purpose Calendar (11 X 8 1/2)**, and AF Form 1797, **Form Register** (paragraph [6.1](#)).

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

3.8.3. Storing Safeguarded Forms. Store blank forms in a secure area. You need not account for each individual form. Issue safeguarded forms not otherwise controlled by the OPR, to specific activities based upon the organizations mission and the intended form's use. Safeguarded forms must be listed on the AF Form 1846 of the requesting activity.

6.1. Using General Purpose Forms. Use a general purpose form when a local form is needed, but only limited stock is required. The available forms are AF Form 2519, **All Purpose Checklist**; AF Form 3126, **General Purpose (8-1/2 by 11 inches)**; AF Form 3131, **General Purpose (11 by 8-1/2 inches)**; AF Form 3132, **General Purpose (11 by 8-1/2 inches)**; AF 3130, **General Purpose (11 X 8 1/2)**; AF 3132, **General Purpose (11 X 8 1/2)**; AF 3136, **General Purpose (11 X 8 1/2)**; AF 3137, **General Purpose (11 X 8 1/2)**; AF 3153, **General Purpose Calendar (11 X 8 1/2)**. Alter general purpose form designs as needed. Do not develop general purpose forms below departmental-level. The information collected using General Purpose Forms is not exempt from the records disposition schedule requirement contained in paragraph [1.5.12](#).

6.3.6. AF 3130, **General Purpose (11 X 8 1/2)**.

6.3.7. AF 3132, **General Purpose (11 X 8 1/2)**.

6.3.8. AF 3136, **General Purpose (11 X 8 1/2)**.

6.3.9. AF 3137, **General Purpose (11 X 8 1/2)**.

6.3.10. AF 3153, **General Purpose Calendar (11 X 8 1/2)**.

6.3.11. AF Form 1797, **Form Register**.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code, Section 552a, *Privacy Act of 1974*, as amended

Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*

Title 44, United States code, Chapter 35, *Coordination of Federal Information Policy*

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition

OMB Circular A-130, *Management of Federal Information Resources*

DoD 4525.8-M, *DoD Official Mail Manual*, July 1987

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997

DoD 5200.1-R, *Information Security Program*, January 1997

DoD Instruction 7750.7, *DoD Forms Management Program*, May 31, 1990

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, August 14, 1991

DoD 7750.7-L, *Listing of Approved Department of Defense (DD) Forms*, January 1997

AFSup/DoDR 5400.7, *DoD Freedom of Information Act Program*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 31-401, *Information Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* (will convert to AFI 33-324)

AFI 33-332, *Air Force Privacy Act Program*

AFI 37-161, *Distribution Management* (will convert to AFI33-360 Vol. 3)

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

AFMAN 37-123, *Management of Records*, (will convert to AFMAN 33-322, Vol. 2)

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Vol. 4)

AFIND 9, *Numerical Index of Departmental Forms*

Abbreviations and Acronyms

AND--Agency Disclosure Notice
AFCA--Air Force Communications Agency
AFCIC--Air Force Communications and Information Center
AFCOMSEC--Air Force Communications Security
AFDD--Air Force Data Dictionary
AFDPO--Air Force Departmental Publishing Office
AFI--Air Force Instruction
AFIND--Air Force Index
AFMC--Air Force Materiel Command
AFPB--Air Force Publishing Bulletin
AFPD--Air Force Policy Directive
AFPDC--Air Force Publishing Distribution Center
AFTO--Air Force Technical Order
AIA--Air Intelligence Agency
DD--Department of Defense (as used on DD Forms)
DID--Data Item Description
DoD--Department of Defense
DRU--Direct Reporting Unit
DSN--Defense Switched Network
FOA--Field Operating Agency
FPMR--Federal Property Management Regulation
GSA--General Services Administration
HQ USAF--Headquarters United States Air Force
ICR--Information Collections Requirement
IDEA--Innovative Development through Employee Awareness
IRCN--Interagency Reports Control Number
LRA--Local Reproduction Authorized
MAJCOM--Major Command
MWRS--Morale, Welfare, Recreation, and Services
OF--Optional Form

OMB--Office of Management and Budget

OPR--Office of Primary Responsibility

PAO--Privacy Act Officer

PAS--Privacy Act Statement

RCS--Report Control Symbol

S&I--Stock & Issue

S&U--Stock & Use

SAF--Offices of the Secretary of the Air Force, referred to as the "Secretariat"

SF--Standard Form

TD--United States Department of the Treasury (as used on forms)

U.S.C.--United States Code

USPS--United States Postal Service

WHS/DIOR--Washington Headquarters Services, Directorate for Information Operations and Reports

Terms

Adopted Form--A form is adopted for use when it already exists in inventory and prescribed by a primary directive.

AFCOMSEC Forms--Air Force communications security forms prescribed for use in Air Force communications security directives.

AFTO Forms--Air Force Technical Order forms prescribed for use in Air Force Technical Orders.

Department of Defense Forms--Forms prescribed for use throughout the DoD. Offices of primary responsibility within the DoD selected as executive agents develop these forms. WHS/DIOR approves them for DoD-wide use. If DD forms already exist for a particular purpose, Air Force OPRs will not design similar forms to accomplish the same purpose, even though a specialized form might offer some advantage.

Departmental Form--A form used Air Force-wide. Department of the Air Force standard or specialized directives, or other Air Force agency publications of comparable level, prescribe these forms for use. If an Air Force form already exists for a particular purpose, field activities will not design a field form to accomplish the same purpose, even though a specialized form might offer some advantage. A waiver from the Air Force OPR may be requested.

Field Forms--Forms (other than departmental forms) issued by an Air Force activity. Issuing activities are MAJCOM, FOA, base, and unit. Standard or specialized directives prescribe these forms for use by two or more assigned units, attached to and within the originating organization.

Form--A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. The form may be in an electronic or physical medium. Forms are numbered for easy reference and effective management; and are prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

Format--A guide, table, sample, or exhibit that illustrates a predetermined layout for presenting data. A format may or may not be a form.

Headquarters Forms--Forms for use within two or more staff offices of a headquarters. Headquarters operating instruction prescribe these forms.

Local Reproduction Authorized (LRA)--A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the form's image, size, and/or design is not authorized during the reproduction process.

Office Forms--Forms for use only within the originating directorate, division, branch or section or office. MAJCOM and FOA directors of Communications and Information (SC) may delegate the control of office forms to the OPR. Office forms do not have to be prescribed, and indexing them is optional.

One-Time Forms--Forms that satisfy a one-time requirement, are not reprinted, and are obsolete when expiration date is met. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date (e.g., One-Time, Expires 20 January 2001). The OPR is furnished sufficient stocks of these forms to distribute the forms directly to activities required to complete the project. One-Time forms are not indexed.

Optional Forms--These forms bear the designation "Optional Form" or "OF." Two or more Federal agencies may develop an optional form to eliminate separate agency forms for similar purposes. GSA, Office of Information Systems, approves Optional Forms for non-mandatory use by Federal agencies.

Other Government Agency Forms--Government agencies such as the Department of the Treasury (TD), Office of Personnel Management, and Department of Veterans Affairs, develop and approve their own agency forms.

Overprinting--Overprinting is the printing of pertinent repetitive information in blank captioned areas of a form. This practice is used to save man-hours and supplies required to accomplish repetitive tasks. Do not alter lines or captions or add blocks and captions to an existing form as this action is a revision of the original form design.

Prescribed Form--The OPR prescribes a form in a directive publication. A standard or specialized directive mandates the use of a form. There is one OPR for each form. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

Standard Forms--These forms bear the designation "Standard Form," or "SF." The initiating agency's OPR prescribes these forms in their regulations. GSA also approves SF forms for mandatory use by all Federal agencies. The regulations of the issuing agency normally include the mandatory use of these forms.

Storing Safeguarded Forms--Blank forms that could be put to fraudulent use, but not to a degree requiring complete accountability. Such forms are stored in locked cabinets, secure filing cabinets, or locked rooms.

S&I--Stocked and Issued S&I forms are distributed directly by the OPR. The organization/office symbol and mailing address of the OPR is noted after the form title in the index. Users request stock of these forms direct from the OPR. AFPDC does not requisition these forms or distribute them to the field.

S&U--Stocked and Used S&U forms are distributed directly by the OPR only within the primary organization and used only by that activity. Distribution is made automatically, as needed. AFPDC does not requisition these forms, nor distribute them to the field.

Test Forms--Test forms are established to be used for a limited period of time so they may be evaluated and made permanent. The OPR gives enough test forms directly to the testing activities for them to complete the test. On the face of the form, following the form number and date, annotate in parentheses “(TEST – EXPIRES: [date])”. Life of a test form will not exceed 1 year. The OPR is responsible for converting these forms to a permanent form by no later than the expiration date. If not converted to a permanent form by the expiration date, they automatically become obsolete.

Attachment 4**IC 2003-1 TO AFI 33-360, VOLUME 2, FORMS MANAGEMENT PROGRAM****11 SEPTEMBER 2003****SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2003-1 (**Attachment 4**). It updates paragraph **1.1.**, **Table 1.1.**, and adds mandatory coordinating offices **Table 1.2.**; updates paragraph **1.4.1.3.**; updates paragraph **1.4.1.6.**; updates paragraph **1.5.5.**; updates paragraph **1.7.8.**; deletes paragraph **1.7.10.**; renames the Forms Management Program to Content Management Program-Information Management Tool (CMP-IMT); replaces the word “form” with “IMT” except for office forms, Non-AF forms (other service/agency, DD, SF, OF, etc.), and other forms not yet converted to IMTs; replaces AFCIC/ITSI with HQ USAF/ILCX; changes the name of “forms manager” to “IMT Manager”; replaces the “Air Force Form” to “departmental IMT”; deletes reference publications, “AFMAN 33-322, Volume 2”, “AFMAN 33-322, Volume 4”, and “AFI 33-361”; replaces “AFI 37-124” with “AFI 33-324”; updates paragraphs **2.3.1.**, **2.3.2.**, and **2.3.3.**; updates paragraph **2.4.2.**; adds policy guidance on IMT licensing (paragraph **2.6.**, **2.7.**); updates paragraphs **3.1.1.5.**, **3.2.**, **3.3.**, and **3.3.1.**; adds completing a DD Form 67, Form Processing Action Request (paragraph **3.3.3.**), and sample of DD Form 67 (**Figure 3.1.**); changes title of paragraph **3.6.**; updates paragraph **3.6.1.**; updates paragraph **3.15.**; adds IMT Version and Revision Control (paragraph **3.16.**); adds Complying with Section 508 of the Rehabilitation Act (paragraphs **3.17.1.**); and updates **Attachment 1.**

CONTENT MANAGEMENT PROGRAM-INFORMATION MANAGEMENT TOOL (CMP-IMT)

OPR: HQ USAF/ILCX (Ms. Bao-Anh Trinh)

Certified by: HQ USAF/ILCX (Col Hollace D. Lyon)

This volume implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It establishes the Air Force Content Management Program-Information Management Tool (CMP-IMT) in accordance with Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*; Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition; Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition; and Department of Defense Instruction (DoDI) 7750.7, *DoD Forms Management Program*, May 31, 1990; and explains its objectives and functions. It describes the types of information management tools (IMTs), their use, and the approval process, and covers the mandated procedures for preparing, reviewing, and approving IMTs. It applies to all Air Force personnel who develop IMTs to collect data. All organizations that prepare departmental, major command (MAJCOM), base, and wing IMTs must follow the requirements of this volume; other organizations use them as suggested guidance. Refer recommended changes and conflicts between this and other publications to Headquarters Air Force Communication Agency (HQ AFCA/ITXD), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222 on Air Force (AF) Form 847, **Recommendation for Change of Publication**. Send an information copy to Headquarters United States Air Force (HQ USAF/ILCX), 1030 Air Force, Pentagon, Washington DC 20330-1030. Any organization may supplement this volume. MAJCOMs, field operating agencies

(FOA), and direct reporting units (DRU) send one copy of their supplement to HQ USAF/ILCX and HQ AFCA/ITXD; other organizations send one copy of each printed supplement to the next higher headquarters. Maintain and dispose of all records created as a result of the process described herein according to AFMAN 37-139, *Records Disposition Schedule*. Public Law 104-13, *Paperwork Reduction Act of 1995*, affect this publication. **NOTE:** Any reference to MAJCOMs and FOAs also includes DRUs. See [Attachment 1](#) for a glossary of references and supporting information.

1.1. General. The Content Management Program-Information Management Tool (CMP-IMT) is a subset of the Air Force Content Management Program (CMP) and replaces commercial off-the-shelf (COTS) forms software with the Internet Commerce System™ (ICS). The CMP-IMT consists of three COTS products: the ICS Viewer, the ICS Designer, and the ICS Application Program Interface (API). The IMT reflects the expanded capability to manage the collection, storage, retrieval, and display of standardized data. MAJCOMs, FOAs, or DRUs may centralize or decentralize their local programs. If a MAJCOM, FOA, or DRU has a centralized content management program, it may use a single organizational designation for its field IMTs, instead of separate command, headquarters, joint use, or field activity forms. The IMT program objectives are:

1.4.1.3. Establishes standards for reviewing, categorizing, managing, and controlling IMTs within the MAJCOM, FOA, or DRU level.

1.4.1.6. Validates new, revised, obsolete, or cancelled MAJCOM, FOA, DRU IMTs after the IMTs have been coordinated with all functional areas.

1.5.5. Coordinates new, revised, obsolete, or cancelled IMTs with appropriate functional area officials as listed in [Table 1.1.](#) and or in [Table 1.2.](#) (see AFI 33-360, Volume 1, *Publications Management Program*, AFI 33-332, *Air Force Privacy Act Program*, and AFI 33-110, *Data Administration Program*).

1.7.8. Validates new, revised, obsolete, or cancelled IMTs after the IMTs have been coordinated with appropriate functional area officials in [Table 1.1.](#) and or in [Table 1.2.](#)

1.7.10. DELETED

Table 1.1. Coordinating IMTs—Functional Rules.

R	A	B	C
U		then coordinate	
L	If an IMT pertains	MAJCOM, FOA, DRU IMTs with	Departmental IMTs with
E	to		
1	expenditure of printing funds	Printing Control or Budget Officer.	AFDPO/PPL, 3 Brookley Avenue, Box 94, Bolling AFB DC 20332-5000.

R U L E	A	B	C
		then coordinate	
	If an IMT pertains to	MAJCOM, FOA, DRU IMTs with	Departmental IMTs with
2	soliciting information from the public	MAJCOM, FOA, and DRU Information Collections Requirement (ICR) Manager to the Air Force Information Management Control Officer.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.
3	soliciting information from other Federal agencies	MAJCOM, FOA, and DRU ICR Manager to the Air Force IMCO.	
4	internal Air Force reporting requirements "Report Control Symbol (RCS)"	ICR Manager.	
5	accounting IMTs	Comptroller.	DFAS-DE/PMLP, Denver CO 80279-5000.
6	mail management	Communications and Information.	HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030
7	military personnel records	Military Personnel Records Office.	HQ AFPC/DPMDQP, 550 C Street West, Suite 16, Randolph AFB TX 78150-4718.
8	soliciting/verifying the SSN or other personal information from the record subject	Privacy Act Officer.	AF-CIO/P, 1155 Air Force Pentagon, Washington DC 20330-1155.
9	copyright material	Staff Judge Advocate.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
10	the use of seals or emblems	Personnel Office.	HQ AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

NOTE: This table can be used for internal or functional IMT coordination (block 15 on DD Form 67, **Form Processing Action Request**).

Table 1.2. Coordinating IMTs— Mandatory Rules.

R U L E	A	B
		then coordinate
	Mandatory approvals are	Departmental IMTs with
1	Privacy Act.	AF-CIO/P, 1155 Air Force Pentagon, Washington DC 20330-1155.
2	Postal.	HQ USAF/ILCX, 1030 Air Force Pentagon, Washington DC 20330-1030
3	Data Element.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.
4	Reports.	HQ AFCA/ITCM, 203 W. Losey St., Rm 1065, Scott AFB IL 62225-5222.

NOTE: This table identifies four mandatory coordinating offices for any new, revised, obsolete, or cancelled departmental IMTs. On DD Form 67, block 14, mandatory approvals are in rows 1-4.

2.3.1. Create all departmental, MAJCOM, FOA, DRU, Wing IMTs in electronic format using the Air Force-directed IMT Designer software. Below wing level may use any desktop software, such as Microsoft Office Suite Applications, etc., to create office forms.

2.3.2. AFDPO will only authorize IMT Designer to designated IMT design functions at Air Force and field units.

2.3.3. Obtain electronic IMTs or order physical media IMTs at the official Air Force Publishing web site (<http://www.e-publishing.af.mil/>).

2.4.2. Personnel establishing new IMTs by automated processes (complex IMT or system development) will submit IMTs to their appropriate IMT Managers for validation and proper control before forwarding to AFDPO for designing and development. Make sure to create all IMTs using the IMT Designer software. This allows for ease of update when the OPR makes revisions to the IMT.

2.6. IMT Software Licenses. All IMT software licenses are issued by AFDPO. The AFDPO CMP License Tracking System tracks the allocation, issuance, and maintenance of product licenses for the CMP. Licenses are provided and tracked for IMT Viewer, Designer, and API software. The IMT Viewer is openly available to any party with a valid requirement to access Air Force IMTs. It is available for download directly from the Air Force Publishing web site. IMT Designers will require a licensed version of the viewer. The API licensing will be issued on a case-by-case basis. **NOTE:** IMT licenses will not be issued for developing office forms or physical forms below the wing level.

2.7. License IMTs. AFDPO will convert all existing departmental, MAJCOM, FOA, DRU, Wing forms to IMT and license the new IMTs. The MAJCOM, FOA, DRU IMT Managers can submit a new or revised IMT to AFDPO to obtain a license and or to request an IMT be posted to the official Air Force Publishing web site. **NOTE:** All IMTs must be licensed before being placed on the official Air Force Publishing web site. The license number is unique to the IMT and must not be reassigned without authorization from AFDPO.

3.1.1.5. List “IMT Prescribed” and “IMT Adopted” in the last paragraph of the publication, just before [Attachment 1](#), on the Air Force IMT 673 (Section III), and in the table of contents.

3.2. Adopting an IMT. You may adopt an existing IMT prescribed in one publication for use in another publication. Adopted IMTs already exist and are available through the Air Force Publishing web site or Air Force Publishing Distribution Center (AFPDC). List adopted IMTs in the “IMTs Adopted” paragraph of a publication, on the AF IMT 673 (Section III), and in the table of contents. Cite the IMT designator, number, and long title, (for example, AF IMT 673, **Request to Issue Publication**).

3.3. Requesting IMT Approval.

3.3.1. Departmental, MAJCOM, FOA, DRU IMTs. After coordinating the new, revised, obsolete, or cancelled IMT with all functional area officials and/or mandatory coordinating offices, the OPR sends one copy of a completed DD Form 67 to the appropriate IMT Manager (e.g., Departmental IMTs are sent to AFDPO/PPP). Include a draft of the IMT, a filled-in sample copy of the IMT, and a copy of the paragraph from the publication that prescribes the IMT. Submit [AF Form 525, Records Disposition Recommendation](#), to the appropriate level records manager to update the Records Disposition Schedule.

3.3.3. Completing the DD Form 67. Complete the DD Form 67 in its entirety, including the prescribing directive (block 9), the OPR’s and/or action officer’s signature (block 16), and the approving official’s signature (block 17). Conspicuously mark and/or highlight any special IMT information on the DD Form 67, block 13. Show all coordination on the form (block 14). If using other means to obtain coordination, type in the required information on the master DD Form 67, and keep the individually signed DD Form 67 for your record set. **NOTE:** For departmental IMTs, AFDPO only requires a master DD Form 67 and not individually signed DD Form 67. See a sample DD Form 67 at [Figure 3.1](#).

Figure 3.1. Sample DD Form 67.

FORM PROCESSING ACTION REQUEST <i>(Read Instructions in DoD 7750.7-M before completing this form)</i>		1. TYPE SUBMISSION <i>(X one)</i>		2. FORM DESIGNATION AND NUMBER <i>(Leave blank if a new form)</i>		3. DATE OF FORM <i>(Complete only when cancelling a form)</i>	
		<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> CANCELLATION		AF Form 3826			
4. FROM <i>(DoD Component OPR Organization and complete mailing address)</i> AF/ILEH 1260 Air Force Pentagon Washington, DC 20330-1260		5. THRU <i>(DoD Component FMO Organization and complete mailing address)</i> HQ USAF/ILCXE 1030 Air Force Pentagon Washington DC 20330-1030		6. TO <i>(Organization and complete mailing address)</i> AFDPO/PPP 200 McChord St. Box 94 Bolling AFB, DC 20332-1111			
7. FORM TITLE Quarterly Cost Report For General Officer Quarters				8. SUPERSEDED FORMS <i>(If applicable)</i>			
				a. FORM NUMBER		b. EDITION DATE	
				AF Form 3286		Apr 94	
9. PRESCRIBING DOCUMENT NUMBER <i>(Attach copy)</i> AFI 32-6003		10. FUNCTIONAL CODE <i>(Leave blank if a new form)</i> 32		11. TYPE OF FORM <i>(X one)</i> <input checked="" type="checkbox"/> PRESCRIBED <input type="checkbox"/> ADOPTED		c. DISPOSITION <i>(X one)</i> (1) USE (2) DO NOT USE <input type="checkbox"/> <input checked="" type="checkbox"/>	
12. DESIGN CONSIDERATIONS							
a. SUGGESTED SIZE (Width) (Length) 8.5" 11"		b. SPECIAL CONSTRUCTION REQUIRED <i>(X one)</i> YES: <i>(If Yes, attach printing specifications)</i> <input checked="" type="checkbox"/> NO		c. IS FORM CLASSIFIED? <i>(X as applicable)</i> WHEN BLANK? <input checked="" type="checkbox"/> NO WHEN FILLED IN?		d. IS FORM CONTROLLED? <i>(X as applicable)</i> SAFEGUARD <input checked="" type="checkbox"/> NO SERIALLY NUMBERED	
e. IS FORM AUTHORIZED FOR ELECTRONIC GENERATION? <i>(X one)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO WITH STIPULATIONS							
13. PURPOSE AND DESCRIPTION OF USE <i>(Attach additional sheet, if necessary)</i> Provides a record of costs associated with the operations, maintenance and repair (M&R) and improvement of a General Officer Quarters unit and its associated real property.							
14. INTERNAL COORDINATION AND CONCURRENCE							
		(1) COORDINATOR		(2) APPLICABLE <i>(Yes or No)</i>		(3) REMARKS <i>(Enter Reports Control Number(s) and expiration date(s), if applicable)</i>	
		NAME	INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER <i>(Include DSN/Area Code)</i>		
a. PRIVACY ACT		John K. Smith	4/20/03	AF-CIO/P	101-111-1111/222	NO	
b. POSTAL		Pat R. Miller	4/22/03	AF/ILCXE-P	202-222-2222/333	NO	
c. DATA ELEMENTS		Bill S. William	4/24/03	AFCA/ITCM	303-333-3333/444	NO	
d. REPORTS							
INTERAGENCY		Willie L. Johnson	4/24/03	AFCA/ITCM	303-333-3333/444	NO	
RCS		Mike C. Jones	4/24/03	AFCA/ITCM	303-333-3333/444	YES	
OMB		Janet B. Wilson	4/24/03	AFCA/ITCM	303-333-3333/444	NO	
						Expires 13Jun2005	
15. EXTERNAL COORDINATION AND CONCURRENCE <i>(Not required for SD, DoD Component, or Command forms)</i>							
a. DOD COMPONENT		b. COORDINATOR			c. ESTIMATED ANNUAL USAGE		d. IF REVISION, QTY EXISTING FORMS ON HAND
		NAME	INITIALS	OFFICE SYMBOL	TELEPHONE NUMBER <i>(Include DSN/Area Code)</i>		
		(Can be used for internal/Functional Coordination)					
CERTIFICATION OF DOD COMPONENT OPR AND/OR ACTION OFFICER, APPROVING OFFICIAL, AND FMO I hereby certify that all of the above coordinations have been completed as indicated.							
16. DOD COMPONENT OPR AND/OR ACTION OFFICER							
a. TYPED NAME JOHN R. DOE, Lt Colonel, USAF (OPR)		b. SIGNATURE (SIGNATURE IS REQUIRED)			c. TELEPHONE NO. (444)444-4444/DSN 111-		
17. DOD COMPONENT APPROVING OFFICIAL				18. DOD COMPONENT AND/OR COMMAND FORMS MANAGEMENT OFFICER			
a. SIGNATURE (NAME & SIGNATURE ARE REQUIRED)		b. DATE SIGNED 4/18/03		a. SIGNATURE (NAME & SIGNATURE ARE REQUIRED)		b. DATE SIGNED 4/27/03	
19. APPROVING FORMS MANAGEMENT OFFICER							
a. TYPED NAME		b. SIGNATURE			c. DATE SIGNED		

DD Form 67, SEP 91 (EG)

Previous editions are obsolete.

NOTE: For departmental IMTs, AFDPO/PPP signs (block 18). For MAJCOM, FOA, DRU IMTs, the MAJCOM, FOA, DRU IMT Managers sign block 18 (blocks 18 and 19 can be the same person, unless local guidance states otherwise).

3.6. Obsolete and Cancelled IMTs.

3.6.1. The OPR of an IMT notifies the IMT Manager by DD Form 67. (Notify AFDPO/PPP for departmental IMTs; notify MAJCOM, FOA, DRU IMT Managers for their IMTs by using a memorandum, letter, or comparable electronic product.) Cite any replacements for the obsolete and cancelled IMT (block 8). Include the date when the OPR intends to obsolete and cancel an IMT (block 3). Submit **AF Form 525, Records Disposition Recommendation**, to the appropriate level records manager to change the Records Disposition Schedule.

3.15. Overprinting an IMT. Overprint an Air Force IMT when the number of man-hours saved in filling in the IMT justifies the extra cost of overprinting the fill-in data (see **Attachment 1, Terms**). Do not alter lines or captions, or add blocks and captions to an existing IMT as this action is a revision of the original IMT design and must require an OPR to submit a change request and follow licensing procedure.

3.16. IMT Version and Revision Control. AFDPO assigns the naming convention and number on all new or revised departmental IMTs based on AFDPO standard and the type of changes—version or revision change (see **Attachment 1, Terms**). For example, “AF Form 9, 19770301 (IMT-V1)” will be named “AF IMT 9, 19770301, V1”. MAJCOM, DRU, FOA IMT Managers control their IMT numbers.

3.17. Complying with Section 508 of the Rehabilitation Act.

3.17.1. IMTs when newly created at any level must be Section 508 Compliant (e.g., office forms). Compliance will be based on the official Section 508 Compliance criteria established in the “Electronic and Information Technology Accessibility Standards” document (<http://www.access-board.gov/sec508/guide/1194.21.htm>).

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

The Rehabilitation Act

PL 104-13, *Paperwork Reduction Act of 1995*

Title 5, United States Code, Section 552a, *Privacy Act of 1974*, as amended

Title 44, United States Code, Chapter 31, *Records Management by Federal Agencies*

Title 44, United States code, Chapter 35, *Coordination of Federal Information Policy*

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

Title 41, Code of Federal Regulations, Part 101-11, *Creation, Maintenance, and Use of Records*, Federal Property Management Regulation, current edition

OMB Circular A-130, *Management of Federal Information Resources*

DoD 4525.8-M, *DoD Official Mail Manual*, December 26, 2001

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*, April 1997

DoD 5200.1-R, *Information Security Program*, January 1997

DoDI 7750.7, *DoD Forms Management Program*, May 31, 1990

DoD 7750.7-L, *Listing of Approved Department of Defense (DD) Forms*, Updated Monthly

DoD 7750.7-M, *DoD Forms Management Program Procedures Manual*, August 14, 1991

AFSup/DoDR 5400.7, *DoD Freedom of Information Act Program*

AFPD 21-3, *Technical Orders*

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 31-401, *Information Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-332, *Air Force Privacy Act Program*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFI 37-161, Deleted

AFIND 9, Deleted

Abbreviations and Acronyms

ADN	Agency Disclosure Notice
AF	Air Force (as used on AF IMTs)
AFCIC	Air Force Communications and Information Center
AFCOMSEC	Air Force Communications Security
AFDD	Air Force Data Dictionary
AFDPO	Air Force Departmental Publishing Office
AFI	Air Force Instruction
AFIND	Air Force Index
AFMC	Air Force Materiel Command
AFPB	Air Force Publishing Bulletin
AFPD	Air Force Policy Directive
AFPDC	Air Force Publishing Distribution Center
AFTO	Air Force Technical Order
AIA	Air Intelligence Agency

API	Application Program Interface
CMP	Content Management Program
CMP-IMT	Content Management Program-Information Management Tool
COTS	Commercial Off-The-Shelf
DD	Department of Defense (as used on DD IMTs)
DID	Data Item Description
DoD	Department of Defense
DoDI	Department of Defense Instruction
DRU	Direct Reporting Unit
DSN	Defense Switched Network
FOA	Field Operating Agency
FPMR	Federal Property Management Regulation
GSA	General Services Administration
HQ AFCA	Headquarters Air Force Communications Agency
HQ USAF	Headquarters United States Air Force
ICR	Information Collections Requirement
ICS	Internet Commerce System TM
IDEA	Innovative Development through Employee Awareness
IMT	Information Management Tool
IRCN	Interagency Reports Control Number
LRA	Local Reproduction Authorized
MAJCOM	Major Command
MWRS	Morale, Welfare, Recreation, and Services
OF	Optional Form
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
PAO	Privacy Act Officer
PAS	Privacy Act Statement
RCS	Report Control Symbol
S&I	Stock & Issue
S&U	Stock & Use
SAF	Offices of the Secretary of the Air Force, referred to as the "Secretariat"

SF	Standard Form
TD	United States Department of the Treasury (as used on IMTs)
U.S.C.	United States Code
USPS	United States Postal Service
WHS/DIOR	Washington Headquarters Services, Directorate for Information Operations and Reports

Terms

Adopted IMT--An IMT is adopted for use when it already exists in inventory and prescribed by a primary directive.

AFCOMSEC IMTs--Air Force communications security IMTs prescribed for use in Air Force communications security directives.

AFTO IMTs--Air Force Technical Order IMTs prescribed for use in Air Force Technical Orders.

Application Program(ming) Interface--The interface (calling conventions) by which an application program accesses operating system and other services. An API is defined at source code level and provides a level of abstraction between the application and the kernel (or other privileged utilities) to ensure the portability of the code.

Basic IMT--Uses simple fill-in and print functionality (similar to a "Form" as it is known today). A predetermined arrangement of captioned fields, developed for collecting and recording data, and extracting information. IMTs are numbered for easy reference and effective management; and are prescribed in Air Force or lower level instructions to ensure maximum efficiency and effectiveness.

CMP--Content management program is an Air Force level effort to modernize the design, execution and control of electronic processes utilizing state-of-the-art IMT technology supported by a content management system (CMS) framework.

Complex IMT--Uses a management tool that may integrate with a back-end system, incorporate business logic, perform calculations, build-in wizard, and/or provide a tool within a larger re-engineered process.

Field IMTs--IMTs (other than departmental IMTs) issued by an Air Force activity. Issuing activities are MAJCOM, FOA, DRU, Wing, and Base. Standard or specialized directives prescribe these IMTs for use by two or more assigned units, attached to and within the originating organization.

Format--A guide, table, sample, or exhibit that illustrates a predetermined layout for presenting data. A format may or may not be an IMT.

Headquarters IMTs--IMTs for use within two or more staff offices of a headquarters. Headquarters operating instruction prescribe these IMTs.

ICS--Internet Commerce System. PureEdge's suite of electronic IMT programs and related tools.

IMT--Information Management Tool, formerly referred to as a form. The new nomenclature reflects the expanded capability brought on by the new technology.

IMT Version Change--Minor changes, did not affect the visual/physical image of the IMT, such as changes in calculations or field names. In this case, the version number will be updated to reflect the changes.

IMT Revision Change--Major changes, affect the visual/physical image of the IMT, such as changes in fields on a page are rearranged, added, or deleted. In this case, the date will be updated to reflect the changes.

Local Reproduction Authorized (LRA)--A low usage form authorized local reproduction to allow more efficient stocking and handing at user level. Altering the IMTs image, size, and/or design is not authorized during the reproduction process.

Office Forms--Forms for use only within the originating directorate, division, branch or section or office. Office forms do not have to be prescribed, and indexing them is optional. Office forms will not be issued IMT licenses.

One-Time Forms--Forms that satisfy a one-time requirement, are not reprinted, and are obsolete when expiration date is met. Identify one-time forms by the word "One-Time" in parentheses following the form number and the expiration date (e.g., One-Time, Expires 20 January 2003). The OPR is furnished sufficient stocks of these forms to distribute the forms directly to activities required to complete the project. One-Time forms are not indexed.

Optional Forms--These Forms bear the designation "Optional Form" or "OF." Two or more Federal agencies may develop an optional form to eliminate separate agency Forms for similar purposes. GSA, Office of Information Systems, approves Optional Forms for non-mandatory use by Federal agencies.

Other Government Agency Forms--Government agencies such as the Department of the Treasury (TD), Office of Personnel Management, and Department of Veterans Affairs, develop and approve their own agency forms.

Overprinting--Overprinting is the printing of pertinent repetitive information in blank captioned areas of an IMT. This practice is used to save man-hours and supplies required to accomplish repetitive tasks.

Prescribed IMT--The OPR prescribes an IMT in a directive publication. A standard or specialized directive mandates the use of an IMT. There is one OPR for each IMT. The originating activity remains the OPR until ownership transfer is recorded in the record set of the form.

Standard Forms--These forms bear the designation "Standard Form," or "SF." The initiating agency's OPR prescribes these forms in their regulations. GSA also approves SF forms for mandatory use by all Federal agencies. The regulations of the issuing agency normally include the mandatory use of these forms.

Storing Safeguarded IMTs--Blank IMTs that could be put to fraudulent use, but not to a degree requiring complete accountability. Such IMTs are stored in locked cabinets, secure filing cabinets, or locked rooms.

S&I--Stocked and Issued, S&I IMTs are distributed directly by the OPR. The organization/office symbol and mailing address of the OPR is noted after the IMT title in the index. Users request stock of these IMTs direct from the OPR. AFPDC does not requisition these IMTs or distribute them to the field.

S&U--Stocked and Used, S&U IMTs are distributed directly by the OPR only within the primary organization and used only by that activity. Distribution is made automatically, as needed. AFPDC does not requisition these IMTs, nor distribute them to the field.

Test IMTs--Test IMTs are established to be used for a limited period of time so they may be evaluated and made permanent. The OPR gives enough test IMTs directly to the testing activities for them to complete the test. On the face of the IMT, following the IMT number and date, annotate in parentheses “(TEST – EXPIRES: [date])”. Life of a test form will not exceed 1 year. The OPR is responsible for converting these IMTs to a permanent IMT by no later than the expiration date. If not converted to a permanent form by the expiration date, they automatically become obsolete.

Wizard--A navigatable series of screens or dialogue boxes that walk users through completion of a task. Generally, each wizard screen asks users to enter information, either by making selections, or filling in fields. An IMT with wizards is a complex IMT.